Structure of Simple Meeting Minutes

Definition:

❖ Meeting minutes are a formal, written record of what was discussed and decided during a meeting.

❖ They provide an accurate and official account of the meeting, which can be referred to later.

❖ Here's a detailed explanation of the structure of simple meeting minutes:

1. Header

The header includes essential information to identify the meeting:

For example:

Date: The date the meeting took place.

Time: The start and end times of the meeting.

Location: The venue or platform where the meeting was held.

Facilitator: The person who led the meeting.

Attendees: A list of all participants present at the meeting.

Absentees: A list of expected participants who were absent.

2. Call to Order

This section notes the official start of the meeting:

Start Time: The time the meeting was called to order by the facilitator.

Opening Remarks: Any initial remarks or introductions made by the facilitator.

3. Approval of Previous Meeting Minutes

This section records the approval or amendment of the minutes from the previous meeting:

Review: A brief review of the previous meeting's minutes.

Approval: Note if the minutes were approved as written or with amendments.

Amendments: Any changes or corrections made to the previous minutes.

4. Agenda Items

The main body of the minutes, documenting each agenda item discussed:

Topic: The subject of the discussion.

Discussion: Key points discussed regarding the topic.

Decisions: Any resolutions or decisions made.

Action Items: Specific tasks assigned, along with the names of those responsible and deadlines.

Presenter: The person who led the discussion on the topic.

Time Allocation: The amount of time spent on each topic (optional but useful for time tracking).

5. Issues and Obstacles

Record any problems or challenges raised during the meeting:

Discussion: Key points discussed regarding the issues.

Solutions: Proposed solutions or actions to address the issues.

Responsible Parties: Individuals assigned to resolve the issues.

6. Any Other Business (AOB)

Document any additional topics or questions raised by participants:

Topics: Any other matters discussed that were not on the original agenda.

Discussion: Key points discussed.

Decisions: Any resolutions or decisions made.

Action Items: Specific tasks assigned, along with the names of those responsible and deadlines.

7. Summary and Next Steps

Summarize the key points and outline the next steps:

Summary: A brief recap of the key points discussed and decisions made.

Action Items: A consolidated list of all action items assigned during the meeting, with responsible individuals and deadlines.

Next Meeting: Details about the next meeting, including the date, time, and location (if decided).

8. Adjournment

Note the official end time of the meeting:

End Time: The time the meeting was adjourned.

Closing Remarks: Any closing remarks made by the facilitator.

Example of Simple Meeting Minutes

Meeting Minutes

Date: [Insert Date]

Time: [Start Time] - [End Time]

Location: [Insert Location]

Facilitator: [Insert Name]

Attendees: [Insert Names]

Absentees: [Insert Names]

1. Call to Order

Meeting called to order at [Start Time] by [Facilitator].

Opening remarks by [Facilitator].

2. Approval of Previous Meeting Minutes

Previous meeting minutes reviewed.

Approved as written/amended.

Amendments: [List any changes].

3. Agenda Items

3.1. Welcome and Introductions

Led by [Facilitator].

Brief introductions and welcome to new members.

3.2. Review of Previous Meeting Minutes

Led by [Secretary].

Discussion of any changes or updates to the previous minutes.

Approval of the previous meeting's minutes.

3.3. Project Progress Update

Led by [Project Manager].

Overview of project milestones achieved since the last meeting.

Presentation of key metrics and data.

Open floor for questions and discussion.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

3.4. Upcoming Deadlines and Deliverables

Led by [Team Members].

Discussion of upcoming deadlines.

Assignment of tasks and responsibilities.

Identification of potential risks or challenges.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

3.5. Issues and Obstacles

Open Discussion.

Identification of any issues or obstacles faced by team members.

Brainstorming possible solutions.

Assignment of tasks to resolve issues.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

4. Any Other Business (AOB)

Open Discussion.

Topics: [List additional topics].

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

5. Summary and Next Steps

Facilitator summarized key points discussed.

Confirmation of action items and responsible individuals.

Next meeting scheduled for [Date, Time, Location].

6. Adjournment

Meeting adjourned at [End Time].

Closing remarks by [Facilitator].

Writing Simple Meeting Minutes - Step-by-Step Guide

1.   Prepare Before the Meeting

Review the meeting agenda to understand the topics to be discussed.

Set up a template for the minutes based on the agenda structure.

2.   Record During the Meeting

Arrive early to set up and be ready to take notes.

Use the agenda as a guide to structure your notes.

Record the start and end times of the meeting.

Note down key points of discussions, decisions made, and action items assigned.

Be clear and concise in your notes.

3.   Organize Notes After the Meeting

Review your notes and fill in any gaps while the meeting is still fresh in your mind.

Organize the notes according to the structured template of the minutes.

Ensure all action items are clearly documented with responsible individuals and deadlines.

4.   Write the Minutes

Use clear and simple language to write the minutes.

Follow the structured format to ensure all sections are covered.

Be objective and neutral in your writing, focusing on facts.

5.   Review and Edit

Review the draft minutes for accuracy and completeness.

Edit for clarity, ensuring that the minutes are easy to understand.

Check for any grammatical or typographical errors.

6.   Distribute the Minutes

Share the minutes with all participants and relevant stakeholders.

Distribute the minutes promptly, ideally within a day or two after the meeting.

7.   Follow Up

Ensure that the action items are followed up and tracked.

Refer to the minutes in the next meeting to review progress and accountability.