

## Minute Takers' Guide

This sheet will take you step by step through taking the minutes of the meeting. It uses the 'FORM- blank agenda.doc' form.

Minutes of ..... held on the ..... at .....

Present: .....

Welcome/introductions: .....

Apologies: .....

Previous minutes: .....

MOTION: That the minutes be accepted.

Proposed by: ..... Seconded by: .....

ACTION: .....

Matters arising from minutes: .....

General business: .....

For each decision:

(Repeat as required) { MOTION: .....

Proposed by: ..... Seconded by: .....

ACTION: .....

Meeting closed at (time).....

Next meeting (time, place, date).....

Minutes prepared by: .....

Minutes Approval:

..... Date: ...../...../.....

Chairperson signature

..... Date: ...../...../.....

Witness signature

### 1. The Starting Phase

The name of your group, the date and the time.

A list of everyone who was there.

This is used to welcome and introduce any guest speakers attending the meeting.

Name and organisation of each person who has sent apologies for not being present.

Names of two people who said the last minutes were accurate.

### 2. The Business Phase

Brief notes about the last minutes, if they were discussed.

Usually the main part of the minutes. Write a very short summary of the discussion of each item, followed by:

- Any decision the group makes (MOTION)
- The person who suggested the decision ('proposed by') and the person who supported it ('seconded by')
- Any things that need to be done (ACTION) including who would do that thing.

Do this for each thing that is discussed and mark clearly if the group makes a decision or if there is something that needs doing next.

### 3. The Closing Phase

Write the time the meeting finished and when the next meeting will happen.  
Write your own name on the next line, to say that you are the person who wrote these minutes.

### 4. As Soon as Possible After the Meeting

Send the minutes to all members of the group. It is important that they get them as soon as possible, so they can be reminded of the action items they are responsible for and when the next meeting is on.

### 5. At the Next Meeting

The chairperson and someone else who was at this meeting sign off that these are accurate minutes. Store the signed copy in the minutes folder.