

4.4: Meeting minutes

Why do we create meeting minutes?

- Inform those who didn't attend of outcomes
- Keep track of what was decided during the meeting

1. Write the minutes as soon as possible after every meeting. I highly recommend using the meeting agenda document and adding a column for the minutes in bullet point format.
2. Use neutral, objective words
3. Use the same verb tense throughout

Include:

- Date and time of the meeting
- List meeting participants and list those who were expected but were absent
- Decisions made about each agenda item, for example:
 - Actions taken or agreed to be taken
 - Who will do what by when
 - Next steps
 - Voting outcomes—what was the topic of the vote; outcome (how many for what)
- Next meeting date and time

Distribute the minutes ASAP, preferably within 24 hours of the end of the meeting.

Resource: How to Write Effective Meeting Minutes <https://www.wildapricot.com/articles/how-to-write-meeting-minutes#record-taking>

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