How to Write Meeting Minutes

Meeting minutes are a helpful tool for recording meeting activities, group or individual accomplishments, and for providing a record for the group’s activities, programs, and issues.

The Purpose of Meeting Minutes:

➢ An official record of the organization’s business
➢ Record to highlight procedures, traditional activities, etc.
➢ Tool for informing members not in attendance at a meeting
➢ Tool to assist in follow-up of assignments and decisions, and the organizing of the next agenda
➢ Can assist when selecting members for award nominations, special programs, etc.

What to Include in Meeting Minutes:

➢ Name of the organization or committee
➢ Type of meeting (regular, special, etc.)
➢ Date, time, and place of meeting
➢ Name of presiding officer and minute-taker
➢ Notation of reading of previous minutes
➢ All major meeting motions (except those withdrawn) and points of order or appeals. Include name of person making the motion
➢ Names of committee chairpersons, their reports and statement of committee assignment with due date
➢ Adjournment time, along with date, time, and place of next meeting

Some Hints on Writing Meeting Minutes:

➢ Use full names, not nicknames
➢ Ask the presiding officer to restate a motion if you are unsure of exact phrasing
➢ Use a tape recorder, if that’s easier for you (if you are writing minutes later); just be sure to check with the meeting officers and members first
➢ Ask the name of the person making the motion if you’re not sure of their name
➢ State whether or not the motion passed
➢ Identify major items of business in outline form or by underlining, bolding, etc.
➢ Include any and all committee and officer reports along with new business.