

Format for Minute-Taking

- **Name of organisation**
- **Title of meeting**
- **Date, time and location**
- **Present** - A list of those present, indicating in brackets who was Chair and who was taking minutes
- **Apologies for Absence** - A list of people who had said beforehand that they could not attend
- **Minutes of the last meeting** - Whether the minutes of the last meeting were agreed to be a true record – the Chair can then sign them
- **Matters arising** - Any points which were raised from the previous minutes
- Make a separate, numbered heading for each item covered. Remember the advice above about what to include.
- **Any other business**
- **Date of next meeting**
- All minutes need to be signed and agreed by an officer from your committee.
- Take detailed notes during the meeting and write them up into Minutes straight after the meeting.
- Keep the notes as a backup until the group approves your Minutes at the next meeting.
- For key decisions that are really important, get agreement for the wording during the meeting itself.
- Keep the Minutes short and to the point. Always minute important decisions taken, any action, and who will be doing it.
- Circulate Minutes before the next meeting both as a record and a reminder.
- Keep all the Minutes together in one file so that they can be referred to in case of late queries.