



Meeting Minutes

Meeting minutes are used as an official record of what was discussed during a meeting. This is not a record of everything that was said during a meeting but rather a document that highlights main points and decisions that a committee makes during a meeting. Meeting minutes reference the prior meeting.

Step One – Set a date and time with the meeting committee, send out calendar invites via Outlook (include zoom link).

- Can use doodle.com to send meeting committee members a poll to see what days' work best for them.
- Send out reminders of the meeting and if it will be via zoom, send the meeting link with the reminder.

Step Two – Once the meeting is in session, the record-taker would either open a word document or write down topics that are being discussed with details.

Step Three – Make sure to include this information in your minutes:

- Title of meeting (i.e., Monthly Faculty Meeting)
- Date & Location
- Roll Call (include participants who are absent)
- Time meeting called to order
- Approval of minutes – acceptance and corrections made with previous minutes.
- Summary of documents distributed for the meeting (optional).
- Main points or decisions made pertaining to the following areas:
 - Officer, Director, or Department Head updates and reports
 - Campus Groups, Committee, Staff or Faculty updates and reports
 - Old Business
 - New Business
 - Announcements or upcoming activities
- Adjournment Time

Step Four– Type up and send all the meeting minutes to the committee chair to review, and report back any changes needed.

RESOURCES:

For additional information you can use the template below to organize your minutes according to your department needs.



Meeting Minutes Title

Location and date

Present:

All members that were present during the meeting.

Absent:

Any members who were not present.

Minutes by:

Who is writing the minutes?

Meeting called to order:

Time meeting started.

Approval of Minutes:

A motion to approve the minutes of the previous [date] meeting was made by [name] and seconded by [name].

Distribution of Documentation (Optional)

** The following part depends on how your department structures meetings; this is an example **

Officer/Director/Department Head Updates or Reports:

Campus Groups/Committee/Staff/Faculty Updates or Reports:

General Announcements:

- Old Business
- New Business

Ending the meeting on a positive note.

Meeting adjourned

Time meeting ended.