

Successful Minute Taking Meeting the Challenge

How to prepare, write and organise
agendas and minutes of meetings
Lots of exercises and free downloadable workbook

Heather Baker



Skills Training Course
www.UoLearn.com

Excerpt from **Successful Minute Taking - Meeting the Challenge**,
by Heather Baker,

For more details see [www.UoLearn.com/minutesofmeetings/
minutesofmeetings.html](http://www.UoLearn.com/minutesofmeetings/minutesofmeetings.html)

Below are some sample minutes for two different types of meetings, the first is for an informal meeting which might not have had an agenda, the second is for an more formal meeting where an agenda would have been sent out at least 1 week before the meeting.

Ad hoc informal meeting:

From: The Manager
Sent: 29 July 20XX 12:16
To: All staff
Subject: NEW IT SYSTEM

Further to our meeting this morning, please find below a summary of the points we agreed.

1. **Information session**
Clients will be informed of the changes in an email to be sent by Erin Smith.
2. **Training**
Training will be held on 13 August and 14 August – 10 people to attend each session.

Formal meeting with an agenda:

TEACHING COLLEGE MINUTES

Minutes of the Health and Safety Committee Meeting held in room G104 at 4pm on 9th July 20XX.

PRESENT

Erin Smith, Health & Safety Officer (Chairperson) (ES)

Ian Jones, Administration Officer (IJ)

Aarlif Hussain, Staff Welfare Co-ordinator (AH)

Bradley Pitt, Department Representative (BP)

George Coney, Estates Manager (GC)

IN ATTENDANCE

Jo Smith (Secretary) (JS)

1. APOLOGIES FOR ABSENCE

Apologies were received from Brian Jones and Angela Green.

2. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were taken as read, agreed as a true and correct record and signed by the Chairperson.

3. MATTERS ARISING

George Coney reported that the recent fire drills had been successful and all the issues raised last time had been resolved.

4. NEW BUILDING REGULATIONS

These were effective from 1 October 20XX. Members agreed that all staff must be informed of the implications.

A copy of the surveyor’s letter was circulated and will be discussed in a meeting to be arranged for next week.

ES, 14/7/XX

5. PLANNED IT UPDATES

It was proposed that these would be undertaken by Ace Technology during October and November to minimise disruption to operations. George Coney will meet with Ace next week to discuss plans.

GC, 15/7/XX

6. ANY OTHER BUSINESS

Aarlif Hussain raised the issue of bank holidays and has asked members to give him their thoughts at the next meeting.

All

7. DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting should be held at 4pm on 10 October 20XX.

Signed (Chairperson)

Date.....