

Writing Meeting Minutes

Instructions

Email minutes to me in MS Word within 24 hours of class, and I will review them, convert them to PDF, and then distribute them to the class.

Writing Effective Meeting Minutes

Do you want to be more efficient? Think about your meetings and the meeting notes that follow them:

When our meetings aren't effective, we waste valuable time figuring out what we are trying to accomplish in them.

When our meeting minutes aren't effective, we waste the time we spent in meetings. Without good meeting notes or minutes, we may not remember or recognize:

- What we decided in the meeting
- What we accomplished in the meeting
- What we agreed to in terms of next steps (action items)

And when we can't remember the items above, we end up going in different directions and then meeting again for the same original purpose!

(Definition: Notes and minutes are the same thing. Minutes are more formal and are often required by organizational bylaws.)

To avoid wasting your time spent in meetings, be sure your notes and minutes answer these 10 questions:

1. When was the meeting?
2. Who attended?
3. Who did not attend? (Include this information if it matters.)
4. What topics were discussed?
5. What was decided?
6. What actions were agreed upon?
7. Who is to complete the actions, by when?
8. Were materials distributed at the meeting? If so, are copies or a link available?
9. Is there anything special the reader of the minutes should know or do?
10. Is a follow-up meeting scheduled? If so, when? where? why?

Minutes need headings so that readers can skim for the information they need. Your template may include these:

Topics

Decisions

Actions Agreed Upon

Person responsible

Deadline

Next Meeting (from course website)

Date and Time

Location

Agenda items

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Do's and Don'ts:

Do write minutes soon after the meeting--preferably within 24 hours. That way, those who attended can be reminded of action items, and those who did not attend will promptly know what happened.

Don't skip writing minutes just because everyone attended the meeting and knows what happened. Meeting notes serve as a record of the meeting long after people forget what happened.

Don't describe all the "he said, she said" details unless those details are very important. Record topics discussed, decisions made, and action items.

Don't include any information that will embarrass anyone (for example, "Then Terry left the room in tears").

Do use positive language. Rather than describing the discussion as *heated* or *angry*, use *passionate*, *lively*, or *energetic*--all of which are just as true as the negative words.

Do have a new year filled with productive meetings captured efficiently in crisp, clear meeting notes!

Modified from a resource developed by Lynn Gaertner-Johnston, downloaded from:
http://www.businesswritingblog.com/business_writing/2006/01/tips_for_writin.html

Sample Minutes

For Friday 2/24/17

* Read TC Ch. 13 and Ch. 1 from Purpose Econ. and B-Corp resource; answer questions

* Work on memo revisions (due 2/27)

* Project 2 & 3

Today, Wednesday 2/22/17

In attendance: Dr. Brizee, full class – no absences

Class began at 12:00

Aristotle's Proofs

1. Ethos: credibility of author
 - a. Readers must be able to trust you
 - b. Sound research
 - c. Methods transparency
 - d. Grammar and mechanics
 - e. Reader-Centered Approach (RCA)
 - f. Document design
 - g. Kairos- doing the right thing at the right time
2. Pathos: appeal to the emotions

Writing Meeting Minutes

- a. Developing connections and relationships with readers
- 3. Logos: appeal to logic
 - a. Facts, reasoning
 - b. Best practices
 - c. Induction and deduction

Project 1

Evidence > Claim > Line of Reasoning

Claims:

- o Qualified
- o Good fit
- o How you'll help them (RCA)

Evidence (Résumé) ← always use *both* accent marks

- o Past jobs
- o Activities
- o Skills (i.e. technology, teamwork, leadership)
- o Major/minor; GPA
- o Coursework

Line of Reasoning (Cover Letter)

o You are looking for X, and I have done X. Therefore, I am a good fit because _____. I can help you accomplish _____. ← This is RCA

Declaration of Independence

o Build credibility: "We", "The unanimous Declaration of the thirteen united States of America", "tired to treat", "qualified", examples, Enlightenment philosophy

o Pathos: Tyrant, deep, specific, character, examples impact > reasoning

Class ended at 12:50