

## TASKS OF THE FORMAL MINUTES KEEPER

- Provides a written *summary* of what happened in the meeting known as the minutes.
  - \* Written so that someone who didn't attend a meeting could understand what happened.
  - \* Communicates what decisions were made and how the group reached its conclusions.
  - \* Indicates tasks assigned and deadlines established.
  - \* Announces the next meeting date and any identified agenda items.
- Distributes minutes to members of the group prior to the next meeting.
- Distributes minutes to identified nonmembers of the group to keep them up to date on the actions of the group.
- Keeps a file of meeting minutes as the official record or documentation of the group's work.

### Hints for the Formal Minutes Keeper

- Include in the meeting minutes: time and date of meeting, main agenda topics, key issues discussed, decisions reached, actions taken, people responsible for future actions, date and time of next meeting, and next meeting agenda items.
- Minutes should include actions only, no quotes, and few personal identifications (other than assigned tasks).
- Minutes should be distributed as soon as possible, ideally within twenty-four hours of the meeting.
- Use the same format for each meeting.
- Keep the minutes as clear and simple as possible.
- Consider having someone outside the group act as secretary. This allows group members full participation and removes any bias or the perception of bias in the minutes.

From How To Make Meetings Work by Michael Doyle and David Straus.