

MEETING MINUTES TASKS CHECKLIST

1. Liaise with the meeting chair to know the following:

- Meeting objective
- Date, time & location of meeting.
- Invitee list & confirmations of attendance.
- Find out if any individuals not attending the meeting require an authorized for a copy of the minutes.
- Get details of emails or locations so that you can send everyone a copy of the minutes.
- Handouts required and who will supply them and when.
- Agree how the chair will indicate to you that a point should be minuted or an action defined and allocated.
- Agree the timescale of when the final minutes are required following the meeting.

2. Arrive in plenty of time to ensure the room is set up so that you can easily perform your role.

- Your seat is positioned to that you can easily identify and hear each speaker and the chair.
- Table for you to place handouts to be given out at appropriate time on the agenda.
- Have sufficient space to store list of attendee's, new briefing material used in the meeting.
- Have a copy of the agenda clearly visible so that you can easily refer to it.

3. Ensure that you have a complete list of all attendees and their department or organization so that you know exactly who requires copies of the minutes.

Where appropriate you may want attendees to sign a form so that this is easily accomplished with minimal fuss.

4. Throughout the meeting accurately record all salient points made under the appropriate agenda item.

Level spaces between agenda items in case it is returned to or you are asked to record a point under a specific item rather than when it arose in the discussion.

For ease you may want to highlight:

- Key points the chair has specifically indicated he or she wanted recorded.
- Descriptions of action points including responsibilities and timeframes.

5. Towards the end of the meeting have access to a dairy to ensure that the next meeting date is recorded accurately.

6. Get initial draft of final minutes to chair for their approval within timescale agreed prior to meeting.

Gain agreement with chair on any material distributed during the meeting that should also be circulated with the minutes.

7. Once you have an agreed set of minutes from the meeting send them to all attendees, those who apologized and anyone authorized for a copy of the minutes.