

MINUTE WRITING GUIDE

1. **Definition.** Minutes are the official record of an organisation, specifically the decisions that were made. A record of decision is a shortened form of a minute which just records the decisions and the actions, without any description of the context.
2. **Content.** See the following examples. The body should include the exact wording of motions, whether passed or failed, and the way they were disposed of, along with the name of the maker. It should not include the opinion or interpretation of the secretary or any judgmental phrases e.g. "heated debate" "valuable comment."
3. **Approval.** Draft minutes are presented to the chair for approval. Once approved, including any corrections, the minutes are posted or circulated. Draft minutes can also be circulated to improve planning but these must be clearly marked as DRAFT. The draft minutes should be with the chair within a few days so that the discussion is still fresh in minds of the minute taker and the chair.
4. **Agreement of last minutes.** Usually the first item on the agenda. The chairman asks if the minutes are approved and, assuming that they are, this is recorded in the minute of the current meeting, with any corrections tabled.
5. **Records of decision.** RoD are bullet point list of the outcome of what was decided, without the detail. For example; "person X will do thing Y by date Z."

Example
Minute of Meeting
[title of the group meeting]
Held at [time] and [date]
Location

Present

Organisation A

Title, full name, appointment. Chair
Title, full name, appointment
Title, full name, appointment. Secretary

Organisation B

Title, full name, appointment
Title, full name, appointment

Apologies

Title, full name
Title, full name

1. **Minute of last meeting.** These were agreed.
2. **Item 1.** Summary of the discussion. points made by a person indicated by including the speakers initials in bold (**DCM** noted that the thing had happened...)
3. **Item 2.** Summary of the discussion:
 - a. **Sub issue A.**
 - b. **Sub Issue B.** etc
4. **Item 3.** etc:
5. **AOB:**
6. **Dates of next meetings:**
 - a. Next one. Date, time, location.
 - b. One after that. Date and time.
7. Meeting closed at...
8. Papers or reports attached...
9. Approved by [name] on [date]

Example
Record of Decision
[title of the group meeting]
Held at [time] and [date] at [location]

Present

Organisation A

Title, full name, appointment. Chair

Title, full name, appointment

Title, full name, appointment. Secretary

Organisation B

Title, full name, appointment

Title, full name, appointment

1. The following was agreed

- a. Person x would do thing y by time z.
- b. Person f would speak to person g and report back.
- c. A sub group of a, b and c would explore thing d.

etc, etc

2. Dates of next meetings:

- a. Next one. Date, time, location.
- b. One after that. Date and time.

1.