**Minutes of Meeting Assignment**

**Directions:** Take notes while attending an Advisory Board meeting or staff meeting.  Within 24 hours, prepare minutes using the example given to you by your instructor.  Proofread carefully before uploading the minutes.  Make changes as suggested and resubmit. For an example of the meeting minutes Fall template [Click here](file:///Z:\Advisory%20Meeting%20MINUTES%20-%20Fall%20Template.docx) and for the Spring template click [here](file:///Z:\MINUTES%20-%20Spring%20Template.docx). For additional questions, please see your instructor.

**Minutes** - Written record of meeting proceeding and decisions

The minutes of a meeting describe the action taken by the group, and they provide the reader with a concise record of what took place at the meeting.  The minutes should not be a verbatim (word for word) transcript of the meeting; however, the person recording must make note of all important information.  The minutes must give a clear, accurate and complete accounting of the happenings of the meeting.  Although various reporting formats are acceptable for recording minutes, the following information appears in most of them:

* Time, date, place of meeting
* Name of group
* Name of presiding officer
* Members present and absent
* Approval or correction of the minutes from the previous meeting
* Reports of committees, officers, or individuals
* Unfinished/old business (includes discussion and action taken)
* New Business (includes discussion and action taken)
* A concise summary of the important points of discussion
* Date and time of the next meeting
* Time of adjournment
* Name and title of the person who will be signing the minutes (you)

If you are taking the minutes at a meeting, sit near the leader so you can clearly hear what is being said. *Practical hint: always take two writing instruments, in case the pen runs out of ink or the pencil breaks.* Use businesslike language; do not include personal opinions or comments. Minutes should be prepared in a timely manner, usually 24 to 48 hours after the meeting. The idea is to record any decisions made or important points of discussion.

Formal Minutes: If you are taking the minutes of an organizational meeting, such as a board meeting, professional group, or advisory committee, the proceedings are recorded in a formal manner. This would be an organization whose bylaws require minutes to be submitted for every meeting. Motions made, including the name of the person who made the motion, the name of the person who seconded it, and an indication of whether it passed or failed should be included.