## Meeting Minutes Checklist

The first line should always be the name of the group who is meeting. If there is no name, identify the time, date, and stated or implied purpose.

The second line is typically attendees. This should include first and last name as well as role. For instance, if I am attending a meeting as a coalition chair and also representing my agency, I would be listed as Ruth Schwendinger, Prevention Network (chair). Other important roles to note are board members, treasurer, secretary, liaison, and so on. For larger meetings, this section can easily be converted into a sign-in sheet.

If you're building a template 100% from scratch, here are some items you should include:

**The Basics**

- Note-taker's name
- Organization name
- Date and time
- Meeting participants
    - Include anyone who joined after the meeting starts, but note the time they arrived to be clear about what decisions they would have voted on or been involved with.
    - Note which participants hold key positions on your board of directors or cadre of nonprofit funders.
- Meeting purpose (You'll request this from the meeting owner in the next step!)
- Summaries of reports and announcements
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**The Real Substance**

- Decisions made
- Alternative actions/options discussed
- Follow-up items, including agreed-on roles and responsibilities
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### The Meeting Minutes Checklist

This checklist summarizes all the steps we detail below. It should help colleagues and collaborators understand how to take minutes in the event of your absence.

- Create a template specifically for the upcoming meeting by updating your standard template using items from the next meeting agenda and also considering the attendees and style of your meeting.
  - For example, if your next meeting happens to be a board meeting involving all kinds of bylaws, then you might need to update your template to reflect standard operating procedures, such as Robert's rules of order. Having the steps pre-loaded in the template will make it easier to keep up with the pace of the debate.
- Ask the meeting owner for a list of priority items to record.
  - For example, this person might need only a detailed account of motions and voting and not a summary of reports presented or presentations given
- Attend the meeting and fill in the meeting notes template.
- Revise the notes until only the critical events, decisions, and action items remain.
- Distribute the minutes to attendees and stakeholders. Be sure to call out assigned action items and note any accountability steps in place. (E.g. if you're entering tasks in a project management system, etc.)
- File the minutes in the system of record you and your team use.