

HOW TO WRITE MEETING MINUTES

PATRIA HANDUNG JAYA, S.PD., M.A.
PROFESSIONAL ENGLISH II

WHY???

give participants an easy way to remember what happened at a meeting

implement any steps they're meant to take before the next meeting

help us better organize our notes and determine which topics to include in your report.

DEFINITION

written documents that reflect what happened during a meeting.

focus on the key items discussed during the meeting, any decisions reached and the next steps for individuals or teams to take.

WHO IS RESPONSIBLE FOR THIS?

someone who can accurately record and summarize the meeting while actively participating in the collaboration.

secretary

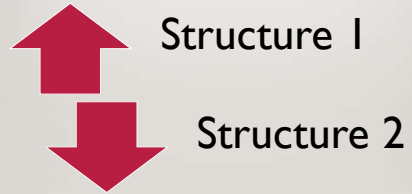
rotating member of a company's team.

administrative assistant

HOW TO WRITE IT?



THE STRUCTURES



[Title of meeting]

Location: [where you held the meeting]

Date: [day of meeting]

Time: [time of meeting]

Attendance:

- [participant - note if they did or didn't show up for meeting]

- [participant - note if they did or didn't show up for meeting]

- [participant - note if they did or didn't show up for meeting]

Agenda items:

[agenda item 1]

- [main idea discussed in relation to agenda item]
- [main idea discussed in relation to agenda item]

[agenda item 2]

- [main idea discussed in relation to agenda item]
- [main idea discussed in relation to agenda item]
- [main idea discussed in relation to agenda item]

Next steps:[actionable item]

- [actionable item]
- [actionable item]

[Title of meeting]

Purpose of meeting: [why this meeting's happening]

Location: [where you held the meeting]

Date and time: [day and time of meeting]

Attendance:[participant]

- [participant]
- [participant]

Absent:

- [expected participant]

- [expected participant]

Review metrics and KPIs:

- [progress toward specific metric or KPI]

- [progress toward specific metric or KPI]

- [progress toward specific metric or KPI]

Action items from the previous meeting:

- [step taken since previous meeting and results]

- [step taken since previous meeting and results]

- [step taken since previous meeting and results]

Agenda items for this meeting:

- [agenda item and its main topics of discussion]

- [agenda item and its main topics of discussion]

- [agenda item and its main topics of discussion]

Additions to the agenda:

- [additional subject discussed]

- [additional subject discussed]

- [additional subject discussed]

Next steps:

- [action item to take prior to next meeting]

- [action item to take prior to next meeting]

- [action item to take prior to next meeting]

EXAMPLES

Example 1

➔

Example 2

Marketing campaign meeting

Location: Conference Room, CA
Date: April 11th, 2022 Time: 11:30 AM PST

Attendance:

- Erin Black – in attendance
- Camden Gregor – in attendance
- Dana Redmonds – in attendance
- Ingrid Bergen – absent
- Beau Vance – in attendance

Agenda items:

- Campaign progress so far
 - Written scripts for new commercials and radio spots
 - Designed graphics for digital ads and social media posts

Goals of campaign

- Increase online store traffic 33%
- Boost engagement on social 42%
- Spend under \$5 acquiring each new lead

Next steps:

Shoot the commercials

- Obtain location permits
- Hire camera crew

Develop strategy in collaboration with sales team

- For generating and managing new leads from the campaign

Executive meeting

Purpose of meeting: Facilitate communications between company leaders monthly
Location: Zoom Date and time: February 22nd, 2022 at 2:00 PM EST

Attendance:

- Billy Hamilton
- Samantha Thomson
- Margaret Howard

Absent:

- James Smithers

Review metrics and KPIs:

- ROI increased by 5.3% since last quarter
- Website traffic: up 17.9% since previous meeting

Action items from previous meeting:

- Collaborate with marketing director to boost engagement on social media channels — developing new strategy
- Hire a sales manager and two new software developers — one developer hired, at final stage of application process for the other two roles

Agenda items for this meeting:

- Revise onboarding process for all employees
 - Incorporate company values and culture into team-building activities
 - Design and order items with the company logo, e.g. t-shirts or hats
- Determine which new markets to target
 - Countries: China, New Zealand
 - Demographics: teenagers, pet owners, professionals who work at coffee shops
- Finalize the budget for next quarter
 - Including budgets for events, product development and onboarding initiatives

Additions to the agenda:

- Preparations for board meeting
- Transferring business data to new platform

Next steps:

- Create new sales deck
- Implement calendar integrations for various departments

THANK YOU

QUESTIONS?

REFERENCES

<https://www.indeed.com/career-advice/career-development/meeting-minutes-template-examples>