Taking Minutes

Purposes:

(1) To clearly outline decisions, action items, person responsible for completing the task, expected time frame, and next steps.

(2) To provide a brief record of key discussion.

Minutes should be sent to all people involved in the project, whether or not they attended the meeting or conference call.

**TEMPLATE**

- **Heading with General Information:** Meeting Purpose, Place, Date, Time.
- **Attendees:** list the person who is taking minutes last and note “recording”
- **Action Items:**
  - Person “A” will do ________.
  - Person “B” will do ________.
  - List any general future action items without assignment.
- **Votes taken/Decisions Made:**
- **Summary of Key Discussion:**