



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:**