



Appendix 11 – Template for Taking Minutes

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. The operative word here is BRIEF. You don't want to record everything. Instead you want to capture key ideas.

Minutes should be sent to all people involved in the project, regardless of whether 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:**