

**Appendix 11 – Template for Taking Minutes**

**Taking Minutes**

**Purposes:**

1. To clearly outline decisions, action items, the 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. 