



# **Making an Impact**

## **Handout 6**

### **Minutes of Meeting Structure**

The Heading	Name of meeting Kind of meeting
<b>Meeting Setting</b>	Location, day, date and start time of meeting
<b>Attendance List</b>	Names of those present: <ul style="list-style-type: none"> <li>- name of the Chairman</li> <li>- list those present</li> <li>- list those “in attendance” i.e. those who are there by invitation and not as members</li> <li>- list those who send apologies</li> </ul>
<b>List of Documents Tabled for Discussion</b>	Details of any documents or papers tabled for consideration by the members, including the title and author of any such documents (generally these documents would be circulated in advance of the meeting to allow the members an opportunity to consider same)
<b>Agreement/approval of minutes of the previous meeting</b>	
<b>Matters arising from previous minutes</b>	Short summary of discussions about matters from the previous minutes
<b>Correspondence received</b>	List here any correspondence received to present at this meeting.
<b>New Business</b>	<ul style="list-style-type: none"> <li>- Presentation of Reports</li> <li>- Items discussed</li> <li>- Decisions Taken</li> <li>- Next steps/ actions</li> </ul>
<b>Additions to the Agenda</b>	Now follow points and discussions about matters added to the agenda at the meeting
<b>Adjournment</b>	State that the meeting was concluded and indicate the time the meeting concluded

<b>Signature</b>	Chairman's signature: Following approval of minutes at a subsequent meeting they should be signed and dated by the Chairman. (All previous drafts should be destroyed)
<b>Date of next meeting</b>	Confirmation of the date of the next meeting