



Personal Effectiveness

Handout 3

Content Order for Minutes of Meetings

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1. Heading:
 - -name of meeting
 - -kind of meeting
2. Location, day, date and start time of meeting
3. Names of those present:
 - name of the Chairman
 - list those present
 - list those “in attendance” i.e., those who are there by invitation and not as members
 - list those who send apologies
4. Agreement/approval of minutes of the previous meeting
5. 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):
6. Matters arising
7. Correspondence
8. Presentation of reports
9. Items discussed
10. Decisions taken
11. AOB

If there was no further business state this and time the meeting concluded.

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 but having regard to any FOI restrictions).

Alteration to minutes should either be handwritten with a notation stating at whose request the alteration was made or subsequent redrafting. This should be done prior to the Chairman signing the minutes.

Date of next meeting