

Meeting minutes

What are the Meeting minutes and what is their purpose

Meeting minutes are used to record and share information from meetings and about the outcome of meetings. The document includes a list of clearly specified tasks that were allocated at the meeting, identifying the person responsible and the completion deadline. The minutes are also used as evidence about which topics have been discussed ("As it is written, let it be done.")

The main types of meetings are as follows:

- **operational meeting** – used to quickly resolve one or more topics – no written minutes are taken
- **managerial meeting** – the aim is to make decisions – minutes are taken to document the decisions made
- **problem solving meeting** – in the attempt to find the best solution for a certain problem – the minutes have a standardised format
- **control meeting** – to identify deviations from the plan and finding ways how to correct these deviations.

When are the minutes completed

Meeting minutes are completed and forwarded in the shortest time possible after the meeting is finished.

Who participates in the preparation process

The minutes are completed at the meeting by a person allocated to take the minutes; this role is determined at the beginning of the meeting. In order to verify the minutes, a verifier of the minutes can be appointed.

The standard methods of completing meeting minutes are as follows:

- a) the person taking the minutes will complete the minutes based on their notes and will send them to attendees for comments, as the person taking the minutes perceives information in a subjective manner and the information can be distorted.
- b) minutes are completed during the meeting so that they are visible to all attendees (projected on a data projector, main points are recorded on a flipchart, etc.) The attendees can have a say if the minutes are correct and they can check what has been written down. The attention of the attendees is drawn to the minutes which helps to keep their concentration. Immediately after the meeting is over, it is possible to send the attendees the meeting minutes as approved by them.

When are the Meeting minutes used

It is advisable to use the last meeting minutes to **check compliance with tasks** at the beginning of the next meeting. Meeting minutes are also used as "**evidence material**" for any potential problems or disputes in project teams or to document the work of a project team (e.g. as part of monitoring reports).

Procedure of completing Meeting minutes

1. Prior to the start of the meeting, prepare a meeting minutes form and fill in the header.
2. Once the meeting is started, fill in the agenda of the meeting and have it approved by all attendees.
2. Make chronological records during the meeting, record the allocated tasks and adopted resolutions. At the beginning of the meeting let the attendees approve the level of detail of the meeting minutes. For operational meetings, only record the items on the agenda and tasks. For decision making meetings, it can be requested that a detailed (even stenographic) record of statements made by individual debaters is taken. You can also state if and when the meeting is interrupted, which attendees have left, arrived, etc.
3. Give space to all attendees to comment on the contents of the meeting minutes.
4. Once approved, send a copy of the minutes to all attendees and any other persons in accordance with the project communication plan.

Example of a completed form

Meeting minutes		Date	10/07/2012
		Time	14:00 to 15:30
Topic	Weekly meeting no. 5, Development of Student Language Skills Project	Place	Project Manager's office
Attendees	Mgr. Němec (presenter), Ing. Novák, Mgr. Vopršálek, PhDr. Musilová, Mgr. Kudrna Excused: Ing. Pardubická		
Attachments	Contract documents for tendering process: ZDVR_v3.doc Call for tender: VP_v3.doc Documents available on shared disc in: Z:\projekt\vyberove_izeni		
Agenda:			
1) Checking background materials			
- all attendees have received background materials 2 working days in advance			
2) Checking compliance with tasks			
- T4/2: complied with – cancelled			
- T4/4: Prepare a press release about the project: not complied with – deadline extended to 17/07.			
- all other tasks from previous meetings have been complied with			
3) Tendering process for a supplier of a multimedia language classroom			
- the comments on tender documentation and call for tenders sent by Ing. Novák and PhDr. Musilová have been discussed and incorporated into the documentation			
- the final version of tender documentation and call for tender have been prepared			
- a list of potential suppliers who will be approached directly has been approved: Alfa, s.r.o., Beta, a.s., Gama, v.o.s., Delta, o.s., Omega, k.s.			
- tendering process time schedule:			
<ul style="list-style-type: none"> o sending the call for tender to suppliers and publishing it on the web of the Ministry of Education, Youth and Sports: 23/07 o deadline for bids: 10/08 by 10:00 o meeting of the selection committee: 10/08 at 10:00 			
4) Internship for teachers			
- Mgr. Kudrna provided information on the negotiations about the internship: our partners in Germany and England have not yet responded to our email suggesting dates and contents of the internship			
Next meeting: 17/07/ 2012 at 14:00, RNDr. Poználek's office, agenda: organising stays abroad for students			
Responsibility	Task description	Term	ID
Mgr. Němec	To ensure that the tender documentation and call for tenders is signed by the Headmaster.	12/07	T5/1
Ing. Novák	To ensure that tendering process documents are published on the web of the Ministry of Education, Youth and Sports	13/07	T5/2
Ing. Novák	To discuss with the Headmaster who will be the members of the evaluation committee, to arrange for letters of appointment and declaration against prejudice.	23/07	T5/3
Mgr. Kudrna	To contact foreign partners over the phone and to inform the Project Manager about the outcome	12/07	T5/4

Minutes taken by: Mgr. Němec

Distribution list: Mgr. Němec, Ing. Novák, Mgr. Vopršálek, PhDr. Musilová, Mgr. Kudrna, RNDr. Poználek, Mgr. Skoupá