

Good Minutes

Good Minutes include all of the following if applicable:

- Name of group/organization
- Date
- Location
- Name of participants: full names or first initial and last name
- Absentees: People who did not inform you they would not be at the meeting
- Regrets: People who informed you they would not be here
- Changes to & approval of agenda
- Approval previous minutes
- Record decisions - motions 1st, 2nd, vote (see note)
- Actions required
- Agreements
- Reports (Written reports should be attached to minutes, key points from verbal ones recorded within the minutes)
- Next meeting
- Adjournment

Note: One of common component of minutes that is 'missing' is a list of the detailed discussion that was held at the meeting around each decision. This is because the discussion is not something that should be recorded in minutes. The meeting is a record of decisions, not discussions. Good minutes will include a sentence to two about each item to ensure that the context is clear but not a review of each person's individual commentary.