

Minutes in 90 Minutes
Getty Center
Thursday, April 14 2005

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<http://www.lispangenberg.com/writing-resources/writing-at-work/minutes-in-90-minutes/>

Agenda:

1. What are Minutes

2. What to do Before the Meeting

3. How to Take Minutes

4. What to do at the meeting

5. Using a Laptop to Take Minutes

6. After the Meeting

7. Final Steps

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Typical Parts of Minutes

* means an item is optional.

- 1. Title** The name of the group or committee within the institution or organization. A ***Draft** label if the minutes need to be approved.
- 2. Date, Place, and Time** of the meeting
- 3. *Kind of meeting** (is it a regularly scheduled meeting, or a special meeting to discuss a specific topic?)
- 4. Names of attendees** who are present, and invited attendees who are absent. Include their affiliation (What part of the organization are they from?).
- 5. *Chair or leader** This is usually the person who calls the meeting.
- 6. Names of observers or guests**, with their affiliations.
- 7. *A statement about the minutes of the previous meeting** (that they were approved, revised (include the revisions) or not read. This is required for more formal "parliamentary style" meetings, but is often omitted in informal meeting minutes.
- 8. Agenda items** as discussed, in the order they are discussed, even if that is not the agenda order. Indicated briefly what was discussed, what was decided, and if any action was specified, and who is to take that action.

You may want to create a template with headings for each **Agenda Item**, and subheadings for **Discussion** and **Action Taken** or **Action Items**.

*It is often useful to have a separate section, specifically named, called Action Items, in which you indicate actions that the meeting determined should be taken, and who is responsible, as determined by the meeting, for taking them.

- 9. Adjourned** The time the meeting was adjourned or ended.
- 10. Next meeting**—the date, time, and place of the next meeting.
- 11. The full name of the minute taker**; minutes by Frodo Baggins. This is often dated, and in formal minutes, the minutes taker signs the printed minutes.

Formal Meeting Style

Formal meetings often follow "parliamentary procedure," or Roberts Rules of Order. If you are taking minutes for a formal meeting you may want to read *Roberts Rules of Order*.

Robert's Rules require that topics, or subjects for discussion, are introduced, and decisions made through *motions*.

- A member of the meeting group is *recognized*, or given permission to speak by the chair or person in charge of the meeting.
- The member then *moves* or proposes a particular *resolution* or statement be approved, or that an action be taken.
- "I move that we adopt the following resolution: resolved That . . . "
- The chair asks for someone to *second* the motion, ("I second the motion" and asks if there is any further discussion.
- Assuming discussion is finished, the chair calls for a vote.
- The vote may be verbal, by secret ballot, or by show of hands. The chair counts the votes and announces the verdict. ("The noes have it. The motion failed")
- As minute taker, you would record each separate step, and who initiates each step. In some cases you would record specific votes by name, rather than just be count.

If you are taking minutes at a formal meeting, you may want to create a blank template to help you keep track of resolutions and motions.

Motion # _____

Made by _____

Seconded _____

ITPB

Agenda for December Meeting
December 19, 2-4 p.m., 2121 Luckless
Website: <http://www.some.url.edu>

November 25, 2003 meeting Minutes (available on web and distributed by listserv)

1) Reports

- a) Filesharing Update (John Davenport – 10 minutes)
- b) Academic Personnel Update (Deanna Troi – 15 minutes)
- c) Progress on catalog Replacement (Susan Rico) – 15 minutes)

2) Final Comments on ITPB Response to Chancellor's Cost Cutting Memo (John Davenport –20 minutes)

3) DR 2154 Policy Endorsement (Clark Kent – 20 minutes)

4) Future Meetings

Scheduling in progress

5) Action Items (Deanna Troi)

6) Adjourn

12/11/03 SM

Information Technology Planning Board (ITPB)

<http://www.some/url.edu>

December 19, 2003

Meeting Summary

November 25, 2003 Minutes (available on web and already distributed by listserve)

ITPB Attendees: Chair Deanna Troi, Samson Agonistes, John Davenport, Jean-luis Picard, Charles Windsor

Guests: Tom Frink (PDP participant), (OIT), Clark Kent (OIT), Sandra Muir (OIT), Susan Rico (Library), Justin Time (CCC co-chair),

1. Reports

a. Filesharing Update

John Davenport reported that he and Clark Kent will be meeting regarding the Penn State and University of Florida monitoring-based models for controlling filesharing. Student Affairs manages the judicial process for us and we continues to have few repeat offenders.

b. Academic Personnel Update

Deanna Troi reported that a reduced implementation has been funded by the EVC. The system will enable electronic tracking and processing but is not completely paperless.

c. Progress on Orion Replacement

Susan Rico reported on the three phases of the implementation process:

1. Data migration (using standard data formats) and cleanup (during migration) – this has begun.
2. Configuration of public interface – presentation, searching, and indexing behaviors are being identified during January-February; prototyping and usability studies will be conducted from February-June. A Board member suggested using naïve subjects to test the interface.
3. Integration of catalog with other systems (e.g. Library System, Uni elinks server)

2. DR 2154 Policy Endorsement

The Board endorsed by acclamation, the 6/30/03 (with edits as of 11/17/03) DR2154 policy draft. It recommended writing a letter to the Academic Senate

with suggestions of 3-4 ways to protect against liability, such as: encrypting Social Security numbers, removing Social Security numbers from hard drives, not using Social Security numbers unless absolutely necessary, and not putting Social Security numbers on hard drives.

3. Wireless Model and Formation of Wireless Standards Body

Justin Time gave an overview of the Wireless Implementation Team's recommendations for wireless networks on campus. These recommendations were endorsed by the Common Systems Group (CSG) at their December 5, 2003 meeting:

- Uniform Public Network (UPN) / Distributed Operations Model
- Formation of a Wireless Standards Body through the ITPB
- Networking standards and guidelines for rollout of Phase 1 wireless, future phases, and department networks
- A one year trial to build experience with the UPN model and end user service. At the end of 1 year, review service and fiscal models.

Phase 1 rollout is planned for beginning of Winter 2004. The official wireless launch will include a general campus announcement and a Wireless Network Registry announcement for Network Coordinators. The ITPB agreed to sponsor the Wireless Standards Body. This Body will be responsible for development and distribution of standards and accountable for quality of user services, registry usage, and resolution of open issues (e.g. support). It will monitor utilization and provide an assessment at the end of the first year and periodic assessments thereafter as well as during the first year as needed.

4. Future Meetings:

- Friday, January 16, 2-4 p.m. @ 2325 Luckless

5. Action Items

- Write letter to Academic Senate advising on how to protect against DR 2154 liability (Deanna Troi)
- Reword Technology Fee section of Response to Chancellor's Cost Cutting Memo and send draft to ITPB for approval via email (John Davenport)
- Launch an educational campaign about wireless standards and registry (Wireless Standards Body)

6. Adjourn

SM 12/23/2003

MINUTES
UNIVERSITY TECHNOLOGY COMMITTEE
May 15, 2000

Members Present:

Richard Crosby, Chairperson
Gerry Merckel
Zella Boulware
Judy Perkin
Andrew Farkas
Jeff Michelman
David Jaffee
John Venn
Bruce Kavan
Stuart Chalk

Others Present:

Joann Campbell
Tony Turrin
Bob Jones
John Sharp
Debra Abbott
Lance Taylor
Kathy Hughes
Scott Runnion
Dan Wastchak

Chairperson Crosby convened the University Technology Committee (UTC) meeting at 11:00 a.m. in the Board of Regents Room at University Center.

1. Minutes

Crosby announced that the minutes from the May 1, 2000 meeting had been distributed and asked if there were any corrections to the minutes. Hearing none, the minutes were approved.

2. Announcements

Crosby reported that the loss of air conditioning in a number of buildings on campus was due to a rupture in the conduit that carries chilled water to the AC units.

Kathy Hughes announced that the OspreyNet (Residence Hall) networking position had been filled by Hayse Denmark who began work on May 12. She also announced that Dan Simon had been offered and had accepted the position of Lab Manager.

3. Distance Learning Action Team

Discussion on the proposal that Tom Serwatka had submitted on behalf of the Distance Learning Action Team was requested. Bruce Kavan announced that he had visited Indiana State University and talked with some of their business faculty members. He said their faculty began using the Blackboard product three years ago and they were unhappy with the product due to the 'high-level of designer involvement'. Their faculty reported that it took too long to have changes implemented.

4. Mac Action Team

Stuart Chalk handed out a report from the Mac Action Team on the topics his group was dealing with. Zella Boulware stated

that Computing Service's implementation of the CSDLAB distribution list to report problems had really helped with issues in the lab. If problems were reported this way they were fixed very quickly. Kathy Hughes will have a summary prepared of the issues that were reported to the action team and what resolutions were implemented.

5. Internet 2 Action Team

No report

6. Project Updates

800 Dial In – Lance reported that Computing Services would be testing 1-800 services on a limited number of the dial-up lines over the summer.

I LOVE YOU VIRUS – Kathy reported that the Exchange server was currently running the Antigen Virus Protection software and that Computing Services would be looking at a number of other virus protection products and alternatives over the next few weeks.

OspreyNet – Village – Kathy Hughes reported that Osprey Village network wiring was back on schedule. There had been some issues with the location of data closets but those had been worked out and the new locations had been approved.

7. Schedule

Crosby said that the next meeting of UTC would be held June 5 and that the committee would probably meet in June and July, first and third Mondays, and then possibly the committee would take the month of August off. He asked that the committee members look at their schedules and this would be discussed again at the next meeting. Crosby stated that there had been some concern that the committee had lost focus on strategic issues and he proposed that next year the committee focus more on these issues rather than the operational issues. He will distribute some issues that the committee may want to consider before the close of summer business.

8. Lunch

November 2, 2004

The Board of Commissioners of the City of Lawrence met in regular session at 6:35 p.m. in the City Commission Chambers in City Hall with Mayor Rundle presiding and members Dunfield, Hack, Highberger and Schauner present.

RECOGNITION/PROCLAMATION/PRESENTATION:

Mayor Rundle proclaimed the week of November 2 – 8 as “Radiologic Technology Week”; and the month of November as “National Home Care Month” and “National Hospice Month.”

CONSENT AGENDA

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to approve the City Commission meeting minutes of October 26, 2004. Motion carried unanimously.

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to receive the Historic Resources Commission Action Summary of September 16, 2004; the Traffic Safety Commission meeting of October 4, 2004; and the Planning Commission meeting minutes of September 22, 2004. Motion carried unanimously.

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to approve claims to 311 vendors in the amount of \$964,242.39 and payroll from October 17, 2004 to October 30, 2004 in the amount of \$1,379,418.66. Motion carried unanimously.

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to approve the Drinking Establishment License for the Eldridge Hotel, 701 Massachusetts. Motion carried unanimously.

The City Commission reviewed the bids for weatherization for storm windows, weather-stripping of doors and attic insulation for the Neighborhood Resources Department. The bids were:

CONTRACTOR	Storm windows	Weather-stripping of doors	Attic Insulation.
Wilson-Built	\$23,296.97		
Kennedy Glass, Inc.	\$29,376.40		
Advanced Glass & Mirror, Inc.	\$30,580.50		
Billy Construction		\$7,178.37	
Midwest Insulation			\$20,244.00
Staff Estimate	\$30,000.00	\$7,590.00	\$23,280.00

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to approve the bid of attic insulation for 40 homes to Midwest Insulation, Inc., for \$20,244.00; weather stripping of doors for 27 homes to Billy Construction for \$7,178.37; and installation of storm windows for 30 homes to Wilson-Built for \$23,296.97. Motion carried unanimously. **(1)**

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to place on first reading, Ordinance 7834, rezoning [Z-06-26-04] a tract of land approximately 2.6638 acres from A (Agricultural) District to PRD-2 (Planned Residential Development) District, (the property is generally described as being located at the west side of extension of Folks Road, south of West 6th Street). Motion carried unanimously. **(2)**

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to place on first reading, Ordinance 7837, rezoning [Z-08-33-04] a tract of land approximately 1.33 acres from PCD-2 (with restrictions) (Planned Commercial Development) District to PCD-2 (with new restrictions) (Planned Commercial Development) District, (the property is generally described as being located at the southeast corner of West 6th Street & Comet Lane). Motion carried unanimously. **(3)**

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to place on first reading, Ordinance 7838, annexing approximately 36,960 square feet located at E 1338 Road (North Minnesota) (Shoemaker Tract) Lot 4, Wells Acres subdivision, (the property owner is seeking permission to establish City sanitary sewer service). Motion carried unanimously. (4)

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to adopt Resolution No. 6569, declaring the City of Lawrence is eligible to submit a Transportation Enhancement application to KDOT for use of funds set aside by the current transportation bill. The proposed project is to install a recreational bike path along the south side of Bob Billings Pkwy (15th St) from Kasold Dr. to Engel Rd. This project is in accordance with the 2004 Bicycle Plan, and is endorsed by the Bicycle Advisory Committee. Motion carried unanimously.

(5)

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to concur with the Traffic Safety Commission's recommendation to deny the request to establish "no parking" along both sides of Perry Street between 4th Street and 5th Street. Motion carried unanimously. (6)

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to concur with the Traffic Safety Commission's recommendation to move the "no parking" restriction on 24th Terrace east of Kasold Drive from the south side of the street to the north side. Motion carried unanimously. (7)

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to approve the selection of Lowenthal Singleton Webb & Wilson as the firm for the 2004 Independent Audit for the City of Lawrence. Motion carried unanimously. **(8)**

As part of the consent agenda, **it was moved by Schauner, seconded by Hack,** to authorize the Mayor to sign a Subordination Agreement for Susan Bolton, 2015 Stratford Road. Motion carried unanimously. **(9)**

CITY MANAGER'S REPORT: None

REGULAR AGENDA ITEMS: None

PUBLIC COMMENT: None

Moved by Schauner, seconded by Highberger, to adjourn at 6:45 p.m. Motion carried unanimously.

Mike Rundle, Mayor

ATTEST:

Frank S. Reeb, City Clerk

CITY COMMISSION MEETING OF OCTOBER 26, 2004

1. Bid – Weatherization, attic insulation to Midwest Insulation for \$20,244; weather stripping to Billy Construction for \$7,178.37; and insulating storm windows to Wilson-Build for \$23,296.97.
2. Ordinance No. 7834 – 1st Read, rezone (Z-06-26-04) 2.6638 acres, A to PRD-2, W side of extension of Folks, S of W 6th.
3. Ordinance No. 7837 – 1st Read, rezone (Z-08-33-04) 1.33 acres from PCD-2 with restrictions to PCD-2 new restrictions,
4. Ordinance No. 7838 – Annex 36.960 acres, E 1338 Rd (N Minnesota) Shoemaker Tract) Lt 4.
5. Resolution No. 6569 – Transportation Enhancement application for recreation bike path along S side of Bob Billings from Kasold to Engel Rd.
6. TSC – Deny “no parking” both side of Perry St between 4th & 5th.
7. TSC – Move “no parking” on 24th Terr E of Kasold from S side to N side.
8. 2004 Independent Audit for City – to Lowenthal Singleton Webb & Wilson.
9. Subordination Agreement – 2015 Stratford for Susan Bolton.
10. City Manager’s Report – None.
11. Regular Agenda Items – None

Minutes of the NOVEL SC Conference Call
Tuesday, July 27, 2004 --Draft!!

PRESENT: Alrutz, Baaklini, Cunningham, Douglas, Ericson, Hiebing, Kaplan, Knight, Little, McCain, Redmond, Shaloiko, Storms, Todd, Welch

ABSENT: Borges, Brink, Cannell, Courtney, Crumlish, Desch, Ebert, Hatch, Huxley, Janowsky, Johns, Kadamus, Lynch, Meierhoffer, Monahan, Nichols, Roe, Walsh

RECORDER: Petrocelli

WELCOME & APPROVAL OF MINUTES

- Dottie Hiebing called the meeting to order.
- Committee moved to approve Minutes from May 19 and June 10. Minutes were approved.

LEGISLATIVE UPDATE

- Janet Welch reported.
 - **Budget:** There is nothing new to report as there is still no action on the State budget.
 - **License plate bill has passed both houses of the Legislature:** Funds generated would go to public library systems for the Summer Reading Program.
 - **Technical Amendment Bill re library aid:** There is an SED bill under discussion with Governor and legislature re library aid. This bill would streamline library aid payments and establish payment dates in law.

NOVEL SC MEMBER TERMS

- Six Steering Committee members' terms will expire in 2004: Mary Brink, Jeff Cannell, Loretta Ebert, Sara Kelly Johns, John Monahan, and Gerry Nichols. Our meeting in September will include a celebration of the progress of the NOVEL SC and a farewell to members whose terms are expiring. **Janet, Carol, and Dottie will meet and discuss sending special invitations to those members.** Member terms are listed on the NOVEL web site at <http://www.nysl.nysed.gov/library/novel/steering.htm#membership>

REPORT ON PORTAL DEMOS

- Thank you to Soumaya for making the vendor demonstrations possible! Seven vendors demonstrated federated searching and/or portal software. Bill Crumlish provided an excellent summary of the demonstrations. In addition, five attendees submitted evaluations. **Randy Ericson will put his summary in writing and share with**

NOVEL-SC. Thirty people attended, 11 of which were representatives from the NOVEL Steering Committee. A poll of NOVEL SC representatives resulted in members wanting to hear more from the following vendors: Webfeat, AutoGraphics, Fretwell-Downing, Serials Solutions. John Shaloiko pointed out that the vendors gave brief but not thorough overviews - so we need to look more closely at products before making decisions. Internal Team will discuss at meeting later today. **Research Library will report on Internal Team re recommendations for next steps at September meeting.**

NECAT REPORT

- The issue of portal and federated searching has risen to the forefront - the electronic resources group needs to be aware of what is going on so that members of electronic resources group can impact on portal group. We need to think about whether the two groups should merge.
- **DMV Authentication:** State Library staff have been testing the DMV authentication at the State Library to be sure it works. They will also need to test it remotely before it can be implemented statewide. The Steering Committee also suggested we connect with DMV to partner with us on press and promotion of this added access. Cara Janowsky was going to make changes some changes to feedback form (refer to page 2 of June Minutes). **Marilyn Douglas will follow-up with Cara.**

NYLA CONFERENCE PROGRAM AND POSTER SESSION

- There will be a NYLA poster session on October 22, from 1:30-3:00 PM. So far, only Wanda Knight has volunteered to staff it. **Please let Dottie know if you would be available to help staff the poster session for all or part of the time.**

FUTURE MEETINGS:

Tuesday, September 14, 2004, 10:30 AM Meeting, East Greenbush Community Library

Thursday, October 14, 2004, 10:00 AM Conference Call

NYLA Conference, October 21-22, 2004, Rochester

Meeting adjourned at 11:00 AM.

The Council of Elrond from *The Fellowship of the Ring*
New Line 2001

Elrond: Strangers from distant lands, friends of old. You have been summoned here to answer the threat of Mordor. Middle-Earth stands upon the brink of destruction. None can escape it. You will unite or you will fall. Each race is bound to this fate--this one doom. Bring forth the Ring, Frodo.

Boromir: So it is true . . .

Man of Laketown: The Doom of Men

Boromir: It is a gift. A gift to the foes of Mordor. Why not use this Ring? Long has my father, the Steward of Gondor, kept the forces of Mordor at bay. By the blood of our people are your lands kept safe! Give Gondor the weapon of the enemy. Let us use it against him!

Aragorn: You cannot wield it! None of us can. The One Ring answers to Sauron alone. It has no other master.

Boromir: And what would a ranger know of this matter?

Legolas (jumping up): This is no mere ranger. He is Aragorn, son of Arathorn. You owe him your allegiance.

Boromir: Aragorn? This . . . is Isildur's heir?

Legolas: And heir to the throne of Gondor.

Aragorn: *Havo dad* Legolas

Boromir: Gondor has no king. Gondor needs no king.

Gandalf: Aragorn is right. We cannot use it.

Elrond: You have only one choice. The Ring must be destroyed.

Gimli: What are we waiting for?

Gimli: ARGH!!!!
Gimli strikes the Ring with full force but is repelled back, throwing him to the ground. Concurrently, Frodo sees the Eye of Sauron in

his mind and winces in pain. The Ring remains intact with the shards of the axe all around it

Ring (whispers): (indecipherable)

Elrond: The Ring cannot be destroyed, Gimli, son of Gloin by any craft that we here possess. The Ring was made in the fires of Mount Doom. Only there can it be unmade. It must be taken deep into Mordor and cast back into the fiery chasm from whence it came.

Ring: Ash Nazg

Elrond: One of you must do this.

Boromir: One does not simply walk into Mordor. Its black gates are guarded by more than just orcs. There is evil there that does not sleep. And the great Eye is ever watchful. It is a barren wasteland. Riddled with fire and ash and dust. The very air you breathe is a poisonous fume. Not with ten thousand men could you do this. It is folly!

Legolas: Have you heard nothing Lord Elrond has said? The Ring must be destroyed!

Gimli: And I suppose you think you're the one to do it?!

Boromir: And if we fail, what then?! What happens when Sauron takes back what is his?!

Gimli: I will be dead before I see the Ring in the hands of an elf!

Gimli: Never trust an elf!

Gandalf: Do you not understand that while we bicker amongst ourselves, Sauron's power grows?! None can escape it!

Ring: Ash Nazg Durbatuluk! Ash Nazg Gimbatul! Ash Nazg Gimbatul!
Ash Nazg Gimbatul!

Frodo: I will take it! I will take it!

Frodo: I will take the Ring to Mordor. Though—I do not know the way.

Gandalf: I will help you bear this burden, Frodo Baggins, so long as it is yours to bear.

Aragorn: If by my life or death, I can protect you, I will. <approaches Frodo and keels before him> You have my sword.

Legolas: And you have my bow.

Gimli: And my axe!

Boromir: You carry the fates of us all little one. If this is indeed the will of the council, then Gondor will see it done.

Sam: Heh! *jumps from behind the bushes and joins them*
Mr. Frodo is not goin' anywhere without me!

Elrond: No indeed, it is hardly possible to separate you even when he is summoned to a secret council and you are not.

Pippin and Merry: *emerge from behind the pillars to join them*
Wait! We are coming too!

Merry: You'd have to send us home tied up in a sack to stop us!

Pippin: Anyway you need people of intelligence on this sort of mission, quest . . . thing.

Merry: Well that rules you out Pip.

Elrond: Nine companions... So be it! You shall be the Fellowship of the Ring!

Pippin: Great! Where are we going?

Minutes of the Council of Elrond

October 25, 3018, Rivendell, the House of Lord Elrond, 11:00 AM

Special Meeting to Discuss the Threat of Mordor

Present: Lord Elrond, Chair; Gandalf the Grey, Boromir of Gondor, Legolas of the Woodland Realm, Gimli son of Gloin, Aragorn son of Arathorn, Frodo Baggins of the Shire

Observers: "Meri" Meridoc Brandybuck of the Shire, "Pippin" Perigrine Took of the Shire, Sam Gamgee of the Shire, Man of Laketown.

Absent: Galadriel of Lothlorien

Minutes of the previous meeting approved but not read.

Agenda items:

1. The One Ring

Discussion:

The ring answers only to Sauron and cannot be used by anyone else. It must be destroyed.

In order to be destroyed, the ring must be taken into Mordor, and cast into the fires of Mount Doom, where it was made.

The journey to Mordor is difficult and dangerous, but must be made.

Action Taken:

Frodo Baggins will bear the ring to Mordor, and cast it into the fires of Mount Doom. He will be accompanied by Gandalf, Aragorn, Legolas, Gimli, Boromir, Sam, Meri, and Pippin, in the Fellowship of the Ring.

Adjourned: at 11:45 am

Next meeting: To be determined

Minutes by: Gandalf the Grey October 25, 3018

Lisa Spangenberg 12/8/04 3:54 PM

Comment: The name of the group or committee within the institution or company.

Lisa Spangenberg 12/8/04 3:54 PM

Comment: List, using full names, all attendees. You may need to include affiliations, that is where in the organization they are from, or what organization they are from, and titles.

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Lisa Spangenberg 12/8/04 3:54 PM

Comment: The time the meeting was adjourned or ended.

Lisa Spangenberg 12/8/04 3:54 PM

Comment: If you know the date, time, and place of the next meeting, indicate it here.

Lisa Spangenberg 12/8/04 3:54 PM

Comment: Indicate the full name of the person taking minutes, including the date. In formal minutes, you also need to sign the minutes, by hand.

Sign-in Sheet

for Meeting on Date

1. **Name:** _____

From: _____

Phone: _____

Email: _____

2. **Name:** _____

From: _____

Phone: _____

Email: _____

3. **Name:** _____

From: _____

Phone: _____

Email: _____

1. **Name:** _____

From: _____

Phone: _____

Email: _____

Name of Organization

Purpose of Meeting

Date/Time

Chair

Topic	Discussion	Action	Person Responsible

[NAME OF ORGANIZATION/COMMITTEE]
Meeting Minutes

[Date of meeting]

Present: [List of attendees]

Next meeting: [Date], [time], [Location]

I. Announcements

List all announcements made at the meeting. For example, new members, change of event, etc.

II. Discussion

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

III. Roundtable

Summarize the status of each area/department.

[NAME OF ORGANIZATION/COMMITTEE]

Meeting Minutes
December 8, 2004

Opening:

The regular meeting of the [Name of Organization/Committee] was called to order at [time] on [date] in [location] by [Meeting Chair].

Present:

[List of Attendees]

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Open Issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

D. New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

E. Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at [time] by [Person]. The next general meeting will be at [time] on [date] in [location].

Minutes submitted by: [Type name here]

Approved by: [Type name here]

Meeting Title

Minutes

[Meeting Date] [Meeting Time] [*Meeting Location*]

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	
TIMEKEEPER	
ATTENDEES	

Agenda topics

[Time allotted] [Agenda topic] [*Presenter*]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[Time allotted] [Agenda topic] [*Presenter*]

DISCUSSION		
CONCLUSIONS		

