

MINUTES FORMAT

What are the main contents of the minutes of a meeting?

- Minute is the official written record of the business transacted at a meeting.
- It is the summary of the business transacted; decisions and resolutions arrived at the meeting.
- It is the evidence or proof of the proceedings at a meeting.

Who is responsible for compiling minutes?

- The company secretary is responsible for compiling minutes.
- He/she takes down the notes carefully at the meeting and soon after the end of the minute he prepares the draft of the minutes.

The main contents of the minutes of a meeting are as follows:

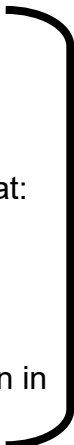
1. The name of the organizational unit e.g. finances board.
2. The date, time, place of meeting.
3. The member of the meeting e.g. 4th meeting of finance board.
4. The name of the chairman..
5. The quorum present.
6. The name of the persons who attends the meeting.
7. Record of business transacted.
8. Signature of the secretary and the chairman.

How to write the minutes effectively?

1. The minutes should be written in **reported speech**.
2. The emotions and feelings expressed by members during the course of meeting should not be recorded in the minute.
3. To facilitate inference each item should be given a heading and a number.
4. When a proposal or a resolution is approved by a majority, the name of the proposer should be mentioned. .Also, the number of votes cast for and against it should be recorded. /
5. The minutes should be circulated to the members before hand and their suggestions noted.
6. The language of the minute should be kept as simple as possible.
7. The rough draft should be shown to the chairperson for his approval and suggestions.


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Date
Venue
Meeting starts at:
In attendance
Or
Could be written in
A paragraph



Start

As per
requirement




Mid

- All participants consented to the plan.
- Chairman declares the open house for the participants. and finally gave a vote of thanks.

OR

- Chairman proposed vote of thanks and decided the date for the next meeting
- ATR to be submitted by(date)



End