

Sample Format of Meeting Minutes

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Chapter Secretary, but can be assigned to someone else by the President

Chapter Name:

Date/Time of Meeting:

Location of Meeting:

Members Present: (list all members that attended meeting)

Members Apologies: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1: Officer Reports (create separate agenda items for each officer report)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #2: Advisor's Report

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #3: Committee Reports (create separate agenda items for each committee report)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #4: Old Business (create separate agenda item for each unfinished business item)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #5: New Business (create separate agenda item for each new business item)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies may also be provided at the next chapter meeting)