

Best Practices for Taking Committee/Council Minutes

Do

- Include
 - Committee/Council name
 - Meeting location, date, & time
 - Attendees/absences/guests
- Standardize formatting
 - Use the same headings and order from the agenda
 - Maintain consistent verb tense (past tense preferred)
 - Use consistent names when referring to people (consider using last names only)
 - Use a standing title for the minutes and include the meeting date (e.g., *Committee Name Minutes (100523)*)
- Include names to indicate who spoke, motioned, approved
- Summarize key points/decisions; don't include all details of a discussion
- Record all approvals, action items, and votes in the minutes
- Attach any documents discussed to the minutes
- Finalize the draft of the minutes as soon as possible after a meeting to avoid missing information
- Approve minutes
 - Send out a draft at least 1 week prior to the meeting
 - Call for approval at the following meeting
- Upload final approved minutes as a PDF in MS Teams using a consistent naming convention and folder organization
 - Recommended naming convention: *Committee Name Minutes (MMDDYY)*
 - Recommended folder organization: Year/Approved Minutes

Don't

- Include personal observations or comments
- Include sensitive information or identifying information about students
- Include excessive details about the discussions on a topic; focus on the end result/outcome
- Summarize handouts in the minutes - attach them
- Rely on memory – take notes
- Publish or share minutes outside of the committee/council until they are approved