Ymchwil Iechyd a Gofal Cymru
Health and Care Research Wales

Ariennir gan Lywodraeth Cymru
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Top tips

Writing Minutes

Basic Rule: Minutes should reflect the style of the meeting

Before the meeting:

- Decide the style of the minutes. Will they be verbatim, following a particular template, or simple notes and actions?
- Ensure the minute-taker has a copy of the agenda
- Go through the agenda with the minute-taker and the Chair
- Take the file of previous minutes to the meeting.

There is no 'right or wrong' way of documenting a meeting. You are free, as a group, to decide what level of detail or what style works best for your group.

What to include:

- **Discussions** (a **brief** summary of what was discussed – capture the main points)
- **Decisions** (be specific and clear when capturing this information)
- **Actions** (who has work to do and what is that work?)
- **Resolutions** (any formal expressions of opinion or intentions made, usually after voting – any motions carried forward?)

Delegating the writing of the minutes

It's important that the Meeting Manager or Chair does not take the minutes as they need to focus on running the meeting itself. Therefore, someone else needs to be found to perform the task. It is important that they know exactly what is expected of them. Here are some tips:

- Select someone to take the minutes
- Assess their ability – do they need training?
- Find out if the person has taken minutes before. Do they have their own style and does it fit with the group?
- Consider any equipment required (laptop, pen and paper)

- Define the task – what style of minutes do you want?
- Explain the background of the meeting / group
- Explain what you are looking for (notes typed up within three days and issued electronically (for example) or put on the website)
- Agree deadlines
- Provide support and communicate clearly
- Feedback the results to the minute taker – where their minutes accurate and appropriate?