

Minutes of Meeting

Minutes, also known as minutes of meeting (abbreviation MoM), protocols or, informally, notes, are the instant written record of a meeting or hearing. They describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues.

Minutes may be kept by any individual in attendance at a meeting and are usually distributed to all members of the unit represented at the meeting. Minutes are generally written in the simple past tense.

Many organizations use a standard template or a special format for keeping minutes, and the order of the parts may vary.

- **Heading:** The name of the committee (or other unit) and the date, location, and starting time of the meeting.
- **Participants:** The name of the person conducting the meeting along with the names of all those who attended the meeting (including guests) and those who were excused from attending.
- **Approval of previous minutes:** A note on whether the minutes of the previous meeting were approved and whether any corrections were made.
- **Action items (including unfinished business from the previous meeting):** A report on each topic discussed at the meeting. (For each item, note the subject of the discussion, the name of the person who led the discussion, and any decisions that may have been reached.)
- **Announcements:** A report on any announcements made by participants, including proposed agenda items for the next meeting.
- **Next Meeting:** A note on where and when the next meeting will be held.
- **Adjournment:** A note on the time the meeting ended.
- **Signature line:** The name of the person who prepared the minutes and the date they were submitted