The following are guideline to use for the Meeting Minutes.

Include the following:

1. When was the meeting?
2. Who attended?
3. Who did not attend? (Include this information if it matters.)
4. What topics were discussed?
5. What was decided?
6. What actions were agreed upon?
7. Who is to complete the actions, by when?
8. Were materials distributed at the meeting? If so, are copies or a link available?
9. Is there anything special the reader of the minutes should know or do?
10. Is a follow-up meeting scheduled? If so, when? where? why?

See Sample Below

**MINUTES of IEEE Student Chapter at Valencia College**

**Meeting date: DD MMM YYYY**

**Call to order:** A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [kind of meeting] meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [organization name], was held in \_\_\_\_\_\_\_\_\_\_\_\_ [place, city, state] on \_\_\_\_\_\_\_\_\_\_ [date], 20\_\_. The meeting convened at \_\_\_\_\_\_ [time], President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name] presiding, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name], secretary.

[Some small organizations choose to list attendees. This works well for boards of directors.]

**Members in attendance:** [optional item]

**Members not in attendance:** [optional item]

**Approval of minutes:** Motion was made by [name], and seconded to approve the minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date] meeting. **Motion carried.**

**Officers' reports:**

Chair

Vice Chair

Secretary

Co-Secretary

Treasurer

Co-Treasurer

**Board and committee reports:**

**Unfinished business:**

[Subject title]

*Motion*: Moved by [name] that [state motion].

**Motion carried. Motion failed.** [leave only one of these]

**New business:**

[Subject title]

*Motion*: Moved by [name] that [state motion].

**Motion carried. Motion failed.** [leave only one of these]

**Announcements:**

**Adjournment:** The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_[time].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Date of approval

[Organization Name]