# Meeting Minutes 101

According to *Robert's Rules of Order Newly Revised in Brief*, minutes are the written record of what is done. The [secretary](http://www2.nursingsociety.org/Chapters/Resources/Pages/off_secretary.aspx) is responsible for taking meeting minutes and distributing this record in a timely manner to board members and chapter leaders for review and approval.

## What to include:

* Date, time and location of the meeting
* Time that meeting officially started
* List of attendees and confirmation of [quorum](http://www2.nursingsociety.org/Chapters/Resources/Pages/Quorum.aspx)
* Descriptions of updates and reports
* Notes of main motions and who made them
* Outcomes of votes
* Next steps
* Time that meeting officially ended
* Date and location of next meeting

## How to prepare:

* Determine the tool used for taking notes.
* Use the meeting agenda to create an outline from which meeting information can be inserted at the time in which it is discussed.
* Obtain a list of confirmed attendees prior to the meeting and know who is who.

## During the meeting:

* Note the date, start and end times and location of the meeting.
* Pass around an attendee list.
* Make notes only on the main points of discussion, do not try to write down every word.
* Record the names of attendees who provide reports and who make motions.

## After the meeting:

* Type up the meeting minutes as soon after the meeting as possible.
* Include an introduction.
* Proofread the minutes before distributing.
* Distribute meeting minutes to chapter leadership for review and approval.
* Maintain a record of all correspondence related to the meeting and minutes.