

Meaning of minute

Minutes, also known as minutes of meeting (abbreviation MoM), protocols or, informally, notes, are the instant written record of a meeting or hearing. They typically 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.

Minute is an official written statement of the motions and resolutions taken in a meeting. It is brief but a complete record of all discussions held among the members of the meeting. It is also defined as the official record of the proceeding of a meeting that should be needed to approve by the participating members of the meeting.

An accurate written record of meetings is essential not only for all those who attended the meeting but also for those who were unable to attend. Some definitions of minute are as follows:

According to Rajendra Pal and Korlahalli, "Minutes are the official records of the proceedings of meeting."

So, minutes are the brief and complete official written record of all discussion which is held among the members of the meeting.

Types of minute

Generally, the minutes of a meeting can be divided into two groups. They are the follows:

1. Minutes of narration: These minutes will be a concise summary of all discussions which took place, reports received, actions to be taken and decisions made. It includes:

Names of the participating members.
Name of the proposer and supporter.
Discussion summary.

2. Minutes of resolution: Minutes of resolution means the written statement of the decisions that have been taken and approved by the participating members of the meeting. Only the main conclusions which are reached at the meeting are recorded in minutes of resolution. These are usually used for minutes of AGMs and other statutory meetings.

Example: Purchase of photocopier- the company secretary submitted a report from the administrative manager containing full details of the trial of the AEZ photocopier. It was resolved that the AEZ photocopier be purchased at a cost of \$250

Factors considered in drafting minute

The following factors should be considered in drafting minutes of a meeting:

Name and address of the organization
Name of the meeting
Date, time and venue of the meeting
Name of the chair person
Name and signature of the participating members
Serial number
Following of the rules and structure of minutes
Name of the proposer and sponsor of resolutions
Number of regret letters
Easy and understandable language
Divisions
Proper data
Signature of the president

Importance or objectives of a minute:

1. It provides accurate summary of the proceeding of a meeting
2. Acts as documentary evidence
3. Opinions of the members can be reviewed
4. Guidelines for future meetings
5. Acts as a means of accountability to the shareholders

Writing

Glossary of Grammatical and Rhetorical Terms

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Minutes are "a record of what was done at [a] meeting, not what was said"

In business writing, minutes are the official written record of a meeting. Minutes serve as a permanent record of the topics considered, conclusions reached, actions taken, and assignments given.

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.

The Main Parts of Meeting Minutes

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

1.Heading

The name of the committee (or other unit) and the date, location, and starting time of the meeting.

2.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.

3.Approval of previous minutes

A note on whether the minutes of the previous meeting were approved and whether any corrections were made.

4.Action items (including unfinished business from the previous meeting)

5.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.)

6.Announcements

A report on any announcements made by participants, including proposed agenda items for the next meeting.

7.Next Meeting

A note on where and when the next meeting will be held.

8.Adjournment

A note on the time the meeting ended.

9.Signature line

The name of the person who prepared the minutes and the date they were submitted.

Observations

"A good set of minutes can give the group a sense of progress; incoherent jottings (which may more closely resemble verbatim transcripts) leave everyone bewildered."

(David R. Buchanan, *An Ethic for Health Promotion: Rethinking the Sources of Human Well-Being*. Oxford University Press, 2000)

"In writing minutes, be clear, comprehensive, objective, and diplomatic. Do not interpret what happened; simply report it. Because meetings rarely follow the agenda perfectly, you might find it challenging to provide an accurate record of the meeting. If necessary, interrupt the discussion to request clarification.

"Do not record emotional exchanges between participants. Because minutes are the official record of the meeting, you want them to reflect positively on the participants and the organization."

(Mike Markel, *Technical Communication*, 9th ed. Bedford/St. Martin's, 2010)

Guidelines for Writing Meeting Minutes

- The recorder should be able to write the minutes in near final form as the meeting progresses.
- The minutes should focus on results and agreed-on actions. . . .
- The minutes should be highly summarized, not a burden to read. Be brief; summarize outcomes and points of agreement and disagreement; don't record detailed input.
- Avoid writing minutes for the purpose of informing those who were not at the meeting. . . .
- Write the minutes soon after the meeting and distribute them promptly (within a day or two)