

Group meeting record

Name

Centre

Taking part in group activities and projects can be fun, interesting and challenging. One of the major challenges is to keep track of what goes on as the project progresses. You'll find yourself attending a lot of meetings and taking part in many discussions.

Meetings are most successful and productive when:

- there is a chair person, to take charge and keep things moving
- your discussions have a definite purpose and a list of topics to be covered (an agenda)
- there is someone to keep an official record of what goes on (to take the minutes)
- everyone gets a copy of the minutes afterwards

Minutes should cover topics such as:

- Who was there
- Who should have been there but wasn't (apologies)
- Who's doing what (team roles)
- Who said what, to whom and when (input)
- What decisions were made, agreements reached
- What action needs to be taken
- Who's going to do it (person responsible)
- Date and time of next meeting

Use the form provided to keep detailed records of your meetings and their outcomes.

Meeting record

Group name.....

date place

Present

Apologies

Agenda	decision taken or action required	person responsible
update from previous meeting		
agenda item 1		
agenda item 2		
agenda item 3		
agenda item 4		
agenda item 5		
agenda item 6		
items not on the agenda		
date and time of next meeting		