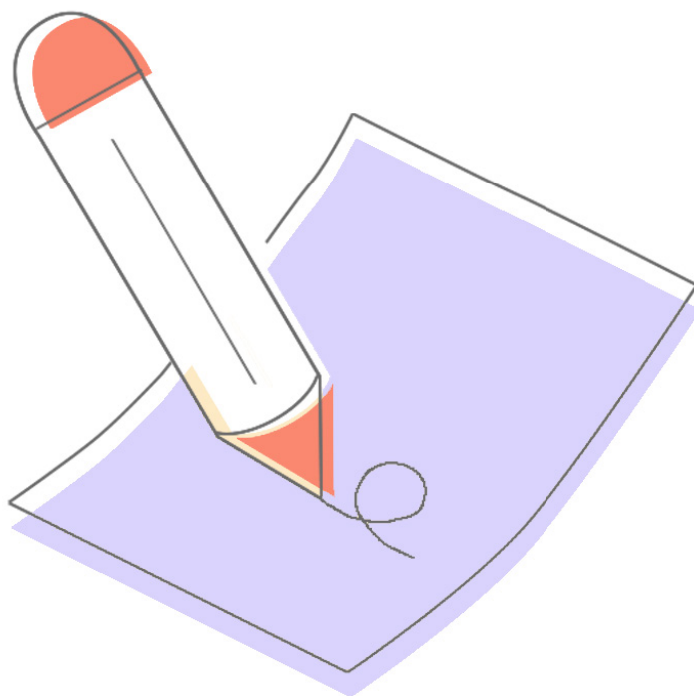# The Ultimate Meeting Minute Checklist

Meeting Notes Checklist

The Meeting Notes are what you're going to be using to follow up with your board members on their responsibilities after the meeting and documentation of what was concluded.

During the meeting, you only want to take notes that will actually be useful after the meeting is over - ideas, conclusions, and next steps. If something is not an idea, conclusion, or next step, it's very likely that it's not going to be used after the meeting is over.

Your meeting notes should only consist of:

- ☐ Ideas (new projects, motions)
- ☐ Conclusions (status updates, voting results)
- ☐ Next Steps (research, follow-ups)

Take Live Notes

Try projecting your notes on the screen during the meeting. Why? This way, everyone can view/contribute/edit what's being taken down. Plus, attendees will pay better attention as they won't be caught up in trying to take their own notes.

Tips:

- ☐ Add your meeting notes to the agenda document.
- ☐ Summarize! Summarize! Summarize! Don't write out everything verbatim!
- ☐ Write attendee's initials beside their comments.
- ☐ Write "All" beside voting results instead of attendee's initials.
- ☐ Don't timestamp your notes! In a week, it won't matter what time something was said.
- ☐ Don't include any personal observations, or opinions.

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Sample Meeting Minutes

Topic 3	Objective	Alloted Time	Owner
Sponsorship Package	Create by Q2	15 minutes	TS

- JM: Include a brochure with images from our summer gala ← **idea**
- MW: Let's get some quotes from our members about our value ← **idea**
- TS: I will work on a wishlist of potential sponsors we want to approach ← **next step**

Topic 4	Objective	Alloted Time	Owner
Director of Sponsorship	Should we hire?	15 minutes	AR

- All: Voted in favour of hiring ← **conclusion**
- AR: Coordinate ads on LinkedIn, Workopolis, etc. ← **next step**
- TS: Look into budget by next week ← **next step**
- JM: Our members/volunteers could have experience ← **idea**

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