

Meeting minutes are written documentation about what was discussed and what happened during a meeting. The meeting minutes are generally taken during the meeting so that participants have a record of what happened during the meeting. Minutes should be published in a timely manner and distributed to the school and posted on the SAC website.

SAC Minutes Do's & Don'ts

Minute Do's:

- Do keep minutes at ALL meetings.
- Do list where the meeting takes place, along with date and time.
- Do include call to order start time.
- Do include adjournment time.
- Do list the number of attendees and whether a quorum is present.
- Do write down who attended the meeting.
- Do format your notes to follow the agenda.
- Do be concise - It's not necessary to go on at length in the minutes.
- Just record specific motions and votes, and key business.
- Just record the facts. Minutes should record what is done at meetings, not every word spoken.
- Identify and track action items and plans that are discussed including due dates.
- List items that are held over for future meetings.
- Mention any documentation handed out at the meeting. Store a copy in the same location as the minutes.

Minute Don'ts:

- Don't list the names of people who second motions.
- Don't include personal thoughts or observations.
- Don't repeat information that is already there.
- Don't list the vote count - outcome is enough (i.e., carried or did not carry).
- Don't be shy about asking for clarification during the meeting to get a point straight in your notes.
- Don't wait to type up the minutes from your notes. Do it the same day or the next day, while you still remember.