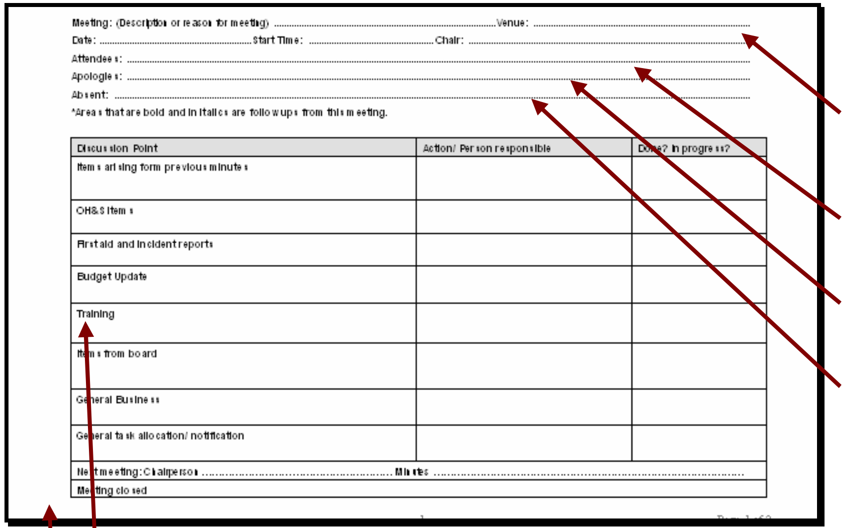
Minute Takers' Guide

This sheet will take you step by step through taking the minutes of the meeting. It uses the 'FORM- alternative blank agenda.doc' form.



Meeting: (Description or reason for meeting) .... Venue: ....
Date: .... Start Time: .... Chair: ....
Attendees: ....
Apologies: ....
Absent: ....
*Areas that are bold and in italics are follow ups from this meeting.

Discussion Point	Action/ Person responsible	Done? In progress?
Items arising form previous minutes		
OH&S Items		
First aid and incident reports		
Budget Update		
Training		
Items from board		
General Business		
General task allocation/ notification		
Next meeting: Chairperson .... Minutes		
Meeting closed		

1. The Starting Phase

The name of your group, the place (venue) date, time and the person who is chair.

A list of everyone who was there (attendees).

A list of people who said they couldn't make it to the meeting (apologies)

A list of people who weren't there, but didn't tell anyone they'd be absent.

2. The Business Phase

This table represents the main part of the meeting, where different items are discussed and decisions are made.
For each discussion item, write down anything that needs to be done (ACTION) including who would do that action (person responsible). If the action is partly or completely done, write this in the final column (Done? In progress?)
Do this for each thing that is discussed and mark clearly if the group makes a decision or if there is something that needs doing next.

Items arising from previous minutes - This section is for anything that came out of the last minutes that needed to be done.
OHS items -This is a chance for all team members to note any Occupational Health and Safety issues that have come up.
First Aid and Incident reports - This section allows any incidents to be recorded and responded to.
Budget update - The budget is discussed, letting everyone know if there is enough money or if you need to cut back in some areas.
Training - This section allows people to note any training they have been part of, or to plan for future training.
Items from board - This section is where any news from the board is shared with staff
General business - This is where any other issues are raised and discussed.

3. The Closing Phase

The group decides who will be the chairperson at the next meeting and who will take the minutes and puts their names here. Put the time the meeting closed on the next line.

4. As Soon as Possible After the Meeting

Send the minutes to all members of the group. It is important that they get them as soon as possible, so they can be reminded of the action items they are responsible for, and when the next meeting will be held.