

MINUTES OF MEETING

Also known as **protocol** or **note**, minutes are the live written record of a meeting. They include the list of attendees, issues raised, related responses, and final decisions taken to address the issues. Their purpose is to record what actions have been assigned to whom, along with the achievements and the deadlines.



Format of Minutes of Meeting

A minutes of meeting normally includes the following elements –

- **Name of the company** – to the top-left of the page.
- **Date** – to the top-right of the page.
- **Topic** – after two return keys; Center-aligned.
- **Attendees** – Name and designation *2columnsofatable*.
- **Absentees** – name, roles, reasons for absenteeism. *3columns*
- **Agenda at hand** – topic to be discussed.
- **Issues raised** – along with the names of the speakers.
- **Suggestions** – made along with the names of the speakers.
- **Decision** – the outcome of the meeting.
- **Task List** – task allotted and the respective allottee.
- **Future Meetings** – the date and topic of the next meeting.

Example - Minutes of Meeting

Tutorialspoint Pvt. LTD.
Address- 388-A, Road no 22
Jubilee Hills, Hyderabad, A.P.
500033, Ph: 91 40 23542835

Date - 23/04/2015

Topic- Meeting with Hasta La Vista representatives at 6:00PM

Attendees:

Name	Designation
Mohtahsim M.	Managing Director
Kiran Kumar Panigrahi	Senior Technical Writer
Gopal K Verma	Technical Manager
Manisha Shejwal	Technical Writer

Absentees:

Name	Designation	Reason
Anaadi Sharma	Senior Trainer	Conducting Online .NET Training

Agenda at hand – Meeting with Hasta La Vista representatives

Issues raised – High Quotation, long duration, hourly mode of payment.

Suggestions:

Name	Suggestions
Mohtahsim M.	Alternative company
Kiran Kumar Panigrahi	Negotiating mode of payment
Gopal K Verma	Negotiating hours of workload
Manisha Shejwal	Postponing the plan

Decision – The representatives were told to consult with their Management and report.

Task List:

Gopal K Verma	Taking updates from Hasta La Vista
Manisha Shejwal	Looking for an alternative company

Future Meetings – 30th April 2015 at 4:30 PM in Meeting Room-1