

How to organise and manage meetingsOutline Sample of Minutes of a Meeting

Minutes of a meeting held on April 18, 2007 in Lecture Room 701, Sigmaringen University.

1. The chairperson extended a word of welcome to those present.
2. The attendance register was circulated.

Present:

The following members attended the meeting:

Mr

Mrs

Absent with apology:

The following members submitted an apology for not being able to attend:

Mr

Mrs

Absent without apology:

3. General
There were no items for discussion under general.
4. Minutes of the previous meeting
The minutes of the previous meeting were read.
Mr proposed that the minutes were correct.
The proposal was seconded by
The minutes were accepted by the meeting.
5. Matters arising from the minutes
There were no matters arising from the minutes.
6. The following items were discussed:
 - 6.1 Topic A
After a long discussion it was unanimously agreed that.....
 - 6.2 Topic B
The meeting voted in favour of the proposal with xxx against xxx votes with one abstention.
Action: Mr.... was asked to take up this matter with management and report back at the following meeting.
7. The chairperson thanked those present and declared the meeting closed at 17h15.