

Leader Toolkit

Meeting agenda and minutes template



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do the right thing and strive for excellence in all we do.

Why use this tool

When holding meetings, it is important that the agenda is well thought out, clear and communicated in advance to all participants. This ensures that all participants are aware of the purpose of the meeting and how they may be expected to contribute or prepare.

Similarly, it is critical that all decisions and actions are recorded and communicated to participants, especially future tasks allocated with responsibilities and deadlines.

When to use this tool

Prepare the agenda and communicate to all participants in advance of the meeting.

You may also like to ask participants to contribute to the agenda, depending on the purpose of the meeting.

How to use this tool

Use the tool with discipline. Fill in all the information and ensure that you, as the facilitator or chair, have spoken to all topic leaders, communicating or agreeing in advance, what is expected from their topic.

Ensure that the section for minutes is completed and circulated as soon as possible after the meeting. Your recollection of decisions and the allocation of tasks will suffer with every day's delay.

Tips

- **Do not try to cover too many topics.** If the agenda is that long, chances are that all participants are not required for all topics. Better to have two shorter meetings with fewer participants in each.
- As Chair or Convenor, **make sure topics stay within time.** If more time really is needed, it may be better to call time on that topic and reschedule. There is nothing worse for participants to know that the last few items will get shortened and rushed, especially for those for whom the topics at the end are most important.
- For the future actions, ensure that the **key details** of who is accountable and by when **are agreed and recorded**.

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Name					
Purpose of meeting					
Date & time		Duration		Location	
Chair/ Facilitator			Minute taker		
Attendees					

			Minutes			
Plan and list agenda items, who will speak to the item and time allowed for discussion			Apologies:			
Item / Subject	Who	Time	Discussion/ decisions	Action	Person responsible	Due Date
1.						
2.						
3.						
4.						

