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Meeting minutes example template

Team Meeting Agenda

INTRODUCTION: Action Item List Formats

(The Action Item example formats with descriptions start on page 2.)

What This Is
Example formats for keeping track of action items that need to be accomplished during a project. Although the concept and typical formats are simple, different teams do end up crafting Action Item List variations that suit how they want to use such lists for project tracking and communication. So we included several formats we've seen.

- Formats 1 and 2 are at a detailed level, to be used by project teams tracking detailed action items that arise each week.
- Format 3 shows an example of how organizational-type items might initially be documented in out of a major meeting and included in meeting minutes, for communicating that actions have indeed been taken to address the concerns of the group.

Why It's Useful

What gets measured (or tracked) gets done. And "the devil is in the details." There are many project details that don't warrant a task line in the schedule. On the other hand, they have to get done, and often by a certain time. In order to not hold up related project activities or decisions, Action Item lists are a commonly used mechanism to record and track such details to keep them from falling through the cracks. Beyond project-specific action item lists, organizations can keep track of important actions assigned to address important work and issues like process improvement, strategy, and the like.

How to Use It

Start a detailed Action Item List as shown in Formats 1 and 2 early in a project—typically at the beginning of the initiation phase, when multiple people are forming the new project team and getting busy on the work of the project. In fact, the Action Item List is key in the initiation phase, because when that phase starts a schedule for tracking tasks won't exist yet.

1. Determine the format and program you want to use. The list can be implemented in a spreadsheet, a word processing document, or a database. See the examples in this file for different formats and create your own variation if desired.
2. Assign responsibility for maintaining the list. This usually falls to the Project Manager or a designated "project coordinator."
3. Record new actions in each team meeting.
4. Determine how you'll track action item status. Options include:
 - **Get status in the regular team meeting.** Have people report status on those due by today's date, or due within the next week. **CAUTION:** although this approach is useful for holding people accountable to their due dates (no one really likes to have to say they're late in front of a bunch of people), it can also slow team meetings down if you use it, most on very brief status reporting: **yes-no, no-open a statement on plan for completing it, and for upcoming items simply whether it's on track or in trouble, and who the owner needs to work with to get it out of trouble.**

| EVENT AGENDA | |
|--|---|
| Wednesday, November 8th 2017 | |
| 12:30 - 17:00 | STEP Board Meeting (Board Members only!) Sandwiches to be grub |
| 20:00 | Academic Dinner |
| Thursday, November 9th 2017 | |
| 9:00 - 16:00 | Academics Meeting (STEP Academics only!) Welcome speeches |
| 17:00 - 18:00 | Cross - Fertilization across regions |
| 20:00 | Welcome Dinner for all business families and academics |
| Friday, November 10th 2017 | |
| 8:00-9:00 | Registration |
| 9:00-9:45 | Welcome Speeches |
| 9:45-10:45 | Keynote Speaker: M. Riccardo Braglia, CEO of Helsinn SA |
| 10:45-11:15 | Coffee Break |
| 11:15-12:30 | Morning Parallel Sessions (case presentations) |
| 12:30-14:00 | Lunch at USI, catering service Cronoparty |
| 14:00-15:30 | Networking cafe |
| 15:30-18:00 | Open session: Thriving on chaos This session is meant to discuss the topic of the conference in a wider audience not limited to STEP 's members, but open to the entire business community. The speeches will be given by representatives of associations, family businesses and politicians. |
| 20:00 | GALA Dinner at LAC hosted by Gabbani SA |
| Saturday, November 11th 2017 | |
| 9:00-9:30 | Arrival |
| 9:30-10:30 | Keynote Speaker: Prof. Jim Davis |
| 10:30-11:00 | Coffee Break |
| 11:00-12:30 | Morning Panels: 1) Learning together through the STEP survey 2) Learning across-regions |

Holy Trinity Lutheran Church

January 30, 2011

ANNUAL MEETING OF THE CONGREGATION MINUTES

Call to Order: The meeting was called to order by President Kathy Hollander at 12:56 p.m., after she declared a quorum was present to conduct business.

REPORT OF THE NOMINATING COMMITTEE:

- The members of the 2010 Nominating Committee were introduced. They were: David Berg, Mark Hiner, Kathy Hollander, Carol Johnson, Tom Kleven, Nancy Moe, Lynda Nordholm, and Stephanie Sulzbach.
- Kathy explained that the procedure used to elect new Council members that was used last year would be used again.
- She then introduced the four individuals on the slate presented by the Nominating Committee and referenced their biographies on page 4 of the Annual Meeting program. They were: Pam Blomgren (who was not present), Mary Engen, Mark Holm, and Dennis Nordholm.
- She called three times for additional nominations from the floor and, receiving none, declared the nominations closed.
- There was a motion from the floor that the slate of four candidates for the 2011 Church Council be elected by acclamation. This was seconded and approved unanimously.
- The slate for the 2011 Nominating Committee was presented: Liz Blood, Alan Libra, Mike Mann, Katie Murray, Meghan Olsen-Biebighauser, John Buzza, Turid Ormseth, and Margaret Peterson. There was a motion from the floor to accept this slate for the Nominating Committee. This was seconded and approved.
- Finally, Kathy encouraged people to think about serving on the Council. People who are interested in serving in the one-year positions that will be appointed to fill out the Council were asked to contact Pastor Jay or Mike Mann.

REPORT OF THE CO-SECRETARIES

- Gary Johnson reported that the minutes from the 2010 Annual Meeting were approved at the February 15th 2010 Council Meeting.
- He then called attention to the parish statistics on page 6 of the Annual Meeting program. It was noted that while numbers were down slightly from the previous year, the trend was moving positive with the large number of new members received at the 11 AM service that day.

FINANCIAL REPORT

- As Chair of the Financial Stewardship Committee, Gary reviewed the balance sheet found on page 7 of the Annual Meeting program. A motion to accept the auditor's report on that page was seconded and approved.

on relevant KPIs. Gathered feedback from CS team on current measurement strategies. Mocked up three dashboard options that are circulating internally for feedback. Working through an audit of the current CS data sources. Just getting back after a four-day illness; catching up. Roadblocks & Risks Roadblock: Christina needs feedback on the dashboards before she can continue. Feel free to make it your own by adding elements of the formal template or your own ideas. [{{informal-meeting-minutes="7/blog-inserts-3"}}](#) Simple meeting minutes template And here's the template based on the informal meeting minutes sample at the top of this article: [{{simple-meeting-minutes="7/blog-inserts-6"}}](#) Staff meeting minutes template Do you have an all-hands staff meeting coming up? As with names, acronyms can be a big help. But remember: Your meetings may require different information. Then improve on that process. DON'TS: What not to include A challenging aspect of taking meeting minutes is restraint—choosing not just what to put in the minutes but what to leave out. Don't try to record everything verbatim. If there's one note-taking tip that will save you loads of time, it's to abbreviate the names of meeting participants. If you'd like to get straight to our templates, scroll a little further. Use these to guide your writing. We have a range of templates, best practices, and answers to common questions. Watch this guide as a video below, or scroll on to keep reading: What is Covered (Contents): Examples - Examples of minutes taken at a meeting Tips - Tips on how to write meeting minutes Templates - Free templates for Word, Google Docs, and Hugo FAQs - Frequently asked questions about note-taking What should be included in meeting minutes? Here is some necessary information found in most meeting minutes. The title of the group that is meeting, or the meeting itself The date and time, as well as the venue or meeting room, if appropriate Who is in attendance and who is recording the minutes The meeting's agenda What decisions were made and by whom Motions and vote counts (if applicable) If you're not using a meeting management tool like Hugo that automatically tracks meeting titles, attendees, dates, and times, then space for all of this information should be in your meeting minutes template. 1 Examples of minutes taken at a meeting To illustrate what meeting minutes are, below are two sample documents created from meeting minutes templates. These documents are effectively meeting notes with only the essential information written down. Next, Larry Emerson discussed the current status of the company and its progress.

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