

About Meeting Minutes

I'm asking you to keep minutes of your meetings in this class so that both you and I can keep track of your progress as a group. The minutes will document your successful activities, and reveal problem areas (if any) that we need to address. They should also encourage you to hold better meetings—for example, to establish your agenda at the beginning of the meeting, to require timely attendance and so on.

Typed minutes of each meeting must be put in your group's folder (clamped down) at the next class meeting after the meeting—no exceptions.

Be honest and accurate in your meeting summaries. Obviously, no group is perfect, and no one is going to get into trouble for being late occasionally, or if you don't really fulfill your agenda. But if you try to cover up persistent problems, (a) they will only get worse, (b) I will not be able to help, and (c) your coursework will suffer. So don't slave over the minutes, but don't BS either.

The following is an outline of what the minutes should contain. On the next page is a made-up sample. Blanks of this form are available on the course website. You can either download the doc format and fill it in on a word processor, or print out the pdf format and fill it out by hand. The point is not to slave over this assignment, but to keep me informed, in an efficient manner.

Date: (date of meeting)

Place: (where you met)

Secretary pro tem: (who prepared the minutes)

Scheduled starting time: (time)

Actual starting time: (time)

Members in attendance/time of arrival: (list)

Planned Agenda: (The major items you expected the meeting to address from the beginning—"Old Business")

Other items brought up: (Any new items that got talked about during the meeting—"New Business")

Resolution: (Briefly summarize the results of the discussions—a few sentences each)

Responsibilities: (Briefly describe what each member is supposed to do during the time before the next meeting.)

Next meeting: (Date, time & place).

Agenda for next time: (What you expect you have to do next time.)

Meeting adjourned: (time).

Minutes of the Meeting of the _____ Law Firm

Date: 17 January 2004

Place: Library study room

Secretary pro tem: Jean Goodwin

Scheduled starting time: 7:00 p.m.

Actual starting time: 7:08

Members in attendance/time of arrival:

Jean Goodwin (7:00)	Alice Waters (7:00)
Beth Manolescu (7:00)	Alastair Cooke (7:08)
Fred Kauffeld (7:35)	

Planned Agenda:

1. Brainstorm for upcoming exercise

Other items brought up:

1. Food at meetings
2. Lateness at meetings

Resolution:

(Briefly summarize the results of the brainstorming/food/lateness discussions—a few sentences each)

Responsibilities:

Manolescu and Waters will meet together to prepare the first part of the statement.
Kauffeld and Goodwin will do web research and email it to Manolescu and Waters.
Cooke will serve as secretary at the next meeting.

Next meeting: Same time & place, next week.

Agenda for next meeting:

1. Put together work from all members to make final speech; practice speech.
2. Begin to prepare for next next exercise.

Meeting adjourned: 8:15 p.m.