**Why write meeting minutes?**

  
Writing minutes can take time, and may seem like an unimportant task compared with getting on with “real work”, but in fact not taking meeting minutes can be costly in terms of both time and resources. If you don’t take minutes, you will find that your colleagues have different recollections from the meeting than you. They also may have different ideas about what was agreed. If there are no minutes, then important tasks will be forgotten or not achieved by the due [date](http://meetingking.com/writing-meeting-minutes/).

Creating meeting minutes provides a written record of what was agreed at a meeting. Good meeting minutes tell people what was decided and what they need to achieve and by what date. When meeting minutes are received it jogs memories about tasks that people need to do. If a task is not performed then you can refer back to the meeting minutes and follow up on it. Without meeting minutes, you have no recourse if an action was not carried out. In the worst case, if meeting minutes are not written you may end up having to repeat the meeting.

**What needs to be included?**

When you are writing meeting minutes you need to include different kinds of information. You should include the reason for the meeting, what it was about and where and when it was held. It is important to include a list of the attendees – both their first and last names. If you are not sure, you need to ask to make sure that you get the names right, otherwise your meeting minutes may be a source of irritation for attendees. If someone did not attend but it was important that they did, this should be included. For example, sometimes decisions cannot be made without a particular person being present.

There are three other main items that should be included in your minutes:

* What was achieved during the meeting
* Decisions that were made at the meeting. Your minutes will serve as a written record that these decisions were made.
* Any actions that were agreed. In this case you should include the action itself, who it was assigned to, and the date it should be [completed](http://meetingking.com/writing-meeting-minutes/) by.

Finally, if a follow-up meeting was agreed on, this should be mentioned.

* One central place to store up-to-date document (minutes won’t get lost in inbox or on server)
* Easy access for all participants to provide updates and comments
* Distributed to team members and administrator within 24 hours
* The agenda serves as template for minutes

Adapted from: http://meetingking.com