



TEAM WORKING — MEETINGS PAPERWORK

by Mark Gillan



TEAM MEETING DOCUMENTATION

- Notice of Meeting
- Agenda
- Minutes



NOTICE OF MEETING

- Let everyone involved know a meeting has been requested
- Date, time and location
- Notice of Meeting can be communicated using:
 - memo
 - letter
 - email communication
- Agenda is quite often provided at the same time as Notice of Meeting



EXAMPLE: NOTICE OF MEETING

To:	Ima Member, Mia Swell, Joy Ninginn
From:	Teem Leed
Subject:	New Project Group
Date:	Monday, 15 March 2021
The group is about to be launched. A meeting will be held on 1st April 2018 at 10 am in Meeting Room 4 to decide the starting point, confirm appointments and any other business. Agenda will follow soonest. Please ensure you view the Concept Study Reports prior to the meeting and come prepared both to discuss these and to volunteer for individual tasks.	



AGENDA

A formal agenda should always contain the following:

- The word Agenda as a title
- The name of the organisation or group
- Date and time of the meeting
- Venue
- Apologies
- Minutes of the previous meeting
- Matters Arising
- Topics put forward for discussion, usually numbered
- Any Other Business (AOB)
- Date and Time of Next Meeting



EXAMPLE: AGENDA

Meeting Name:	New Group Initial Meeting
Date:	1 st April 2018
Time:	10 am
Venue:	Meeting Room 4
Agenda 1. Apologies 2. Minutes of Last Meeting 3. Matters Arising 4. Concept Study Reports 5. Allocation of Tasks 6. Time Scale and Deadlines 7. Common Procedures and Approach 8. Any Other Business 9. Date and Time of Next Meeting	



MINUTES

- During the meeting, it is important that all points raised are noted so that a summary of the full meeting is recorded
- Minutes should briefly show what was discussed, agreed, ruled out and action points (a note of action required, by whom and quite often with a deadline)
- Similar to the Notice of Meeting and Agenda, the minutes should contain some standard information and layout:
 - Name of the meeting (organisation or group or committee)
 - Venue, date and time
 - Who was in attendance
 - Who sent Apologies
- The minutes should follow the order of the agenda, unless the Chair authorises a change and this is recorded



EXAMPLE: MINUTES

Meeting Name:	New Group Initial Meeting	
Date:	1 st April 2018	
Time:	10 am	
Venue:	Meeting Room 4	
In Attendance:	Sue Pervisor (Chair), Lee Derr, Teem Player	
Minutes 1. Apologies Apologies were received from Notty T'day 2. Minutes of Last Meeting Distributed, accepted as being accurate and signed 3. Matter Arising No matters arising 4. Planning TP explained the importance of planning. Discussion ensued, no problems or concerns raised. Plan accepted. First phase to be checked at each deadline. 5. Research and Testing LD reported initial research has commenced and will share the initial findings. SP said this would be beneficial to all members. 6. Any Other Business No other business.		TP LD



SUCCESSFUL MEETINGS

A successful meeting has 4 characteristics:

1. Agenda must have clear purpose and should adhere to the agenda
2. Meeting must start and end on time
3. All participants must be fully prepared
4. Minutes must be taken

