# Sample Meeting Minutes Template

Meeting minutes capture the *essential information* of a meeting—decisions and assigned action. They should not be a record of every detail that happened in the meeting. They should, however, be an accurate summary or outline of the key points (i.e. agenda items and sub-items) and the discussion, decisions and actions surrounding them.

It is important to attach or supply the location of any documents and/or additional information if required, especially if referred to in the minutes.

**Taking the minutes of the meeting**

The minutes of the meeting should include the following:

* list of attendees and any apologies for absence
* key points of the meeting (i.e. summarise the discussion surrounding each agenda item and sub-items)
* summary of any decisions and/or proposals made for each agenda item and sub item
* actions required, if any, for each agenda item and sub-item and who is to perform those actions.

**TIP:** It is best to start writing the meeting’s minute as soon as possible after the meeting. However clear and concise your notes seemed in the meeting, they will not be nearly as clear 24-hours later.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting # | MINUTES—[add Crown land manager Name, Reserve #] | | Date | Time [start & finish] |
| Location |  | |  |  |
| Chair: |  | | | |
| Secretary: |  | | | |
| Attendees: |  | | | |
| Apologies: |  | | | |
| **Item** | **Discussion** | **Action** | | **Who/When** |
| Intro |  |  | |  |
| Conflicts of interest |  |  | |  |
| Treasurer |  |  | |  |
| Health and safety |  |  | |  |
| Business items | a)  b)  c) | a)  b)  c) | |  |
| New business |  |  | |  |
| Other |  |  | |  |