

Minutes and Agendas

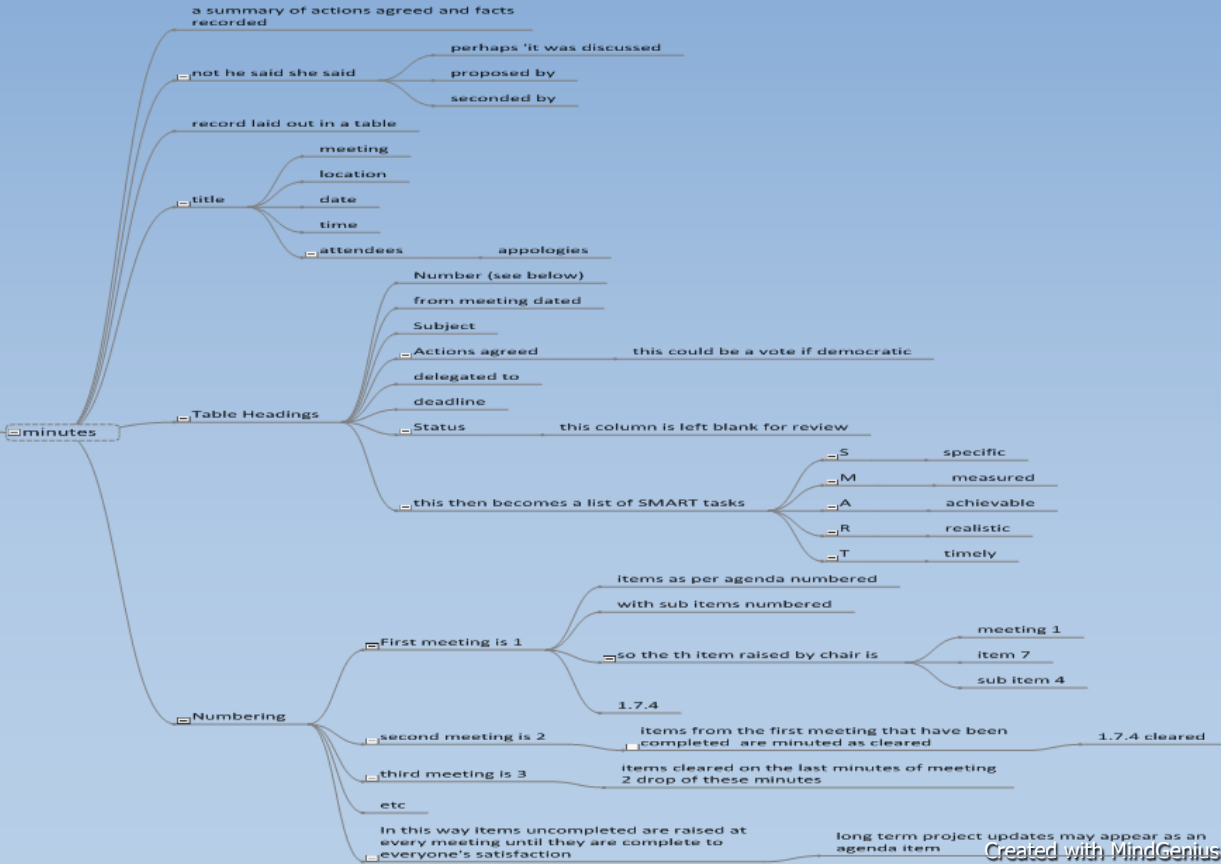
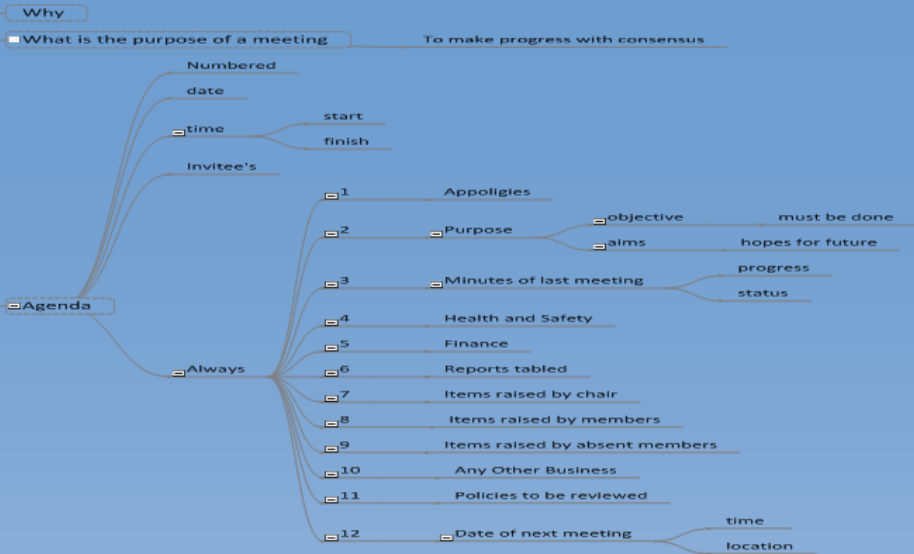


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Minutes and Agendas



Minutes and Agendas

- Why
- What is the purpose of a meeting
- Agenda,
 - where the meeting will take place, what will be discussed and who is invited
- Minutes
 - Who did attend, What was discussed agreed, what actions are needed by who and by when



What is the purpose of a meeting

- To make progress with consensus



Agenda

- What should be included in an agenda
- Numbered
- Date
- Time
 - start
 - finish
- Invitee's
- Always



Agenda (Cont.)

- 1, Apologies
- 2, Purpose
 - objective
 - must be done
 - aims
 - hopes for future
- 3, Minutes of last meeting
 - progress
 - status
- 4, Health and Safety



Agenda (Cont.)

- 5, Finance
- 6, Reports tabled
- 7, Items raised by chair
- 8, Items raised by members
- 9, Items raised by absent members
- 10, Any Other Business
- 11, Policies to be reviewed
- 12, Date of next meeting
 - time
 - location



Minutes

- a summary of actions agreed and facts recorded
- not he said she said
 - perhaps 'it was discussed, proposed by, seconded by
- record laid out in a table
- title
 - meeting
 - location
 - date



minutes (Cont.)

- time
- attendees
 - apologies
- Table Headings
 - Number (see below)
 - from meeting dated
 - Subject
 - Actions agreed
 - this could be a vote if democratic
 - delegated to



minutes (Cont.)

- **deadline**
- **Status**
 - this column is left blank for review
- **this then becomes a list of SMART tasks**
 - S, specific
 - M, measured
 - A, achievable
 - R, realistic
 - T, timely



minutes (Cont.)

■ Numbering

■ First meeting is 1

- items as per agenda numbered
- with sub items numbered
- so the item raised by chair is
 - meeting 1
 - item 7
 - sub item 4

■ Hence 1.7.4

■ second meeting is 2

- items from the first meeting that have been completed are minuted as cleared
 - 1.7.4 cleared



minutes (Cont.)

- **third meeting is 3**
 - **items cleared on the last minutes of meeting 2**
drop of these minutes
- **etc**
- **In this way items uncompleted are raised at every meeting until they are complete to everyone's satisfaction**
- **long term project updates may appear as an agenda item**

