

How to make minutes of a meeting?

The preparation of qualitative and authentic minutes of a meeting is an important and difficult task. Minutes of the meeting are more than ordinary minutes, as they serve as an official and legitimate record at meetings of boards of directors and supervisory boards. They must also contain voting notes, discussion, reservations, comments, quorum, etc. Besides, the secretary is also under time pressure, as it is usually crucial for a smooth workflow that the minutes are completed as quickly as possible.

Step-by-step making of minutes of a meeting

The procedure of making minutes of a meeting differs from organization to organization. However, it is usually divided into four phases. The first phase is the preparation for the meeting, and the second phase is the presence at the meeting and event recording. The third phase is the preparation of the final version of the minutes based on the events at the meeting, and the fourth phase is the distribution of the minutes to all persons who are entitled to it.

1. step: Setting up

Minutes differ from organization to organization. In a certain organization, minutes are mere lists of adopted decisions. Elsewhere, minutes are a detailed description of the events at the meeting. Usually, however, it contains the following elements:

Minutes of the meeting usually contains:

- Date of the meeting
- Date when the meeting was convened
- List of persons present and absent (but invited)
- Comments to the previous minutes of the meeting
- Quorum
- Decisions taken and rejected
- Voting on individual decisions
- Discussion about individual decision
- Miscellaneous
- Time when the meeting has concluded

If the meeting are led by an e-meeting application, minutes draft is not required. All the data necessary for the preparation of the minutes are contained in the application.



2. step: minutes taking during the meeting

In each company, the secretary knows what information is to be recorded and how to present it. The extent of the recording of the discussion varies greatly. A brief description and explanation should be provided for each item of the meeting. In the event of an extensive discussion, a point-by-point summary should be written. Minutes must be written objectively, without personal remarks and views.

As we have emphasized, **the minutes are official and legal records of the meeting of the Management Board or the Supervisory Board**. In legal terms, minutes are a proof of the facts they represent. At the end of the meeting, it is best to have the entire official minutes drawn up as soon as possible when the memory is still fresh.

During the meeting, all the important events must be listed. It is necessary to record the discussion, change in quorum, voting results, etc. Each secretary develops his or her way of working on the notes that he/she will later use when writing the minutes of the meeting.

With our e-meeting application, we have simplified the work of secretaries. During the meeting, the secretary uses the application and moves from item to item on the agenda, recording the discussion, voting results, etc. He/she does not need to worry about the format, the time component of the events since all of them are recorded in the application. Of course, he/she is able to add items on the agenda, decisions, etc.

3. step: Preparation of the official minutes of the meeting

Minutes are drawn up after the meeting. Every decision, discussion and comment must be reviewed. The content must be clear and unambiguous.

In the e-meeting application, the procedure of drawing up minutes is automated. A typical sample of the minutes in WORD format is preloaded into the application. It is also necessary to set all those items, which must be contained in the minutes. These items are: persons presents, texts of decisions, time, items of the agenda, etc.

The application prepares a draft of the minutes in WORD format based on the provided information. The secretary is left only with control if everything is entered correctly and to perform any necessary corrections.

4. step: Validation and distribution of minutes

When the minutes are completed, one or more Members of the Board will usually approve it. After validation, the minutes become an official document. Afterwards, the secretary is responsible to distribute the minutes.

With the e-meeting solution, the procedure of validation and distribution is automated. The undersigned is informed by e-mail that minutes are waiting for him/her in the application, which he/she has to review or confirm. In the event of any comments, he/she can to report them to the secretary within the application. Upon confirmation of the minutes, the secretary also sends the minutes (by clicking a button) to the other participants.

Process automation saves time and optimizes the process

The preparation of minutes of the meeting in the e-meeting application is a very important part. Writing the minutes of meetings is mandatory, and the process is often performed manually and time-consuming.

The procedure of minute making with e-meeting solution effectively uses the data, which have already been entered into the application. These are the dates of meetings, list of persons present, texts of the items of agenda, and decisions. All these data are automatically transferred to a prepared WORD document, which is adjusted to the desired content and the desired graphic format.