# Checklist for writing Meeting Minutes

## Before the meeting

☐ I know the topics and agenda of the meeting.

☐ I know how detailed the meeting minutes are expected to be: just the decisions and information, or all the discussions? *(In the latter case, it may be better to have more than one person taking notes.)*

☐ I know if there is any validation process*: if the notes are to be sent to approval or modifications.*

☐ I am aware of the deadline to send the minutes.

☐ I know where to send the minutes to.

## During the meeting

☐ I took note of the attendance list (if considered necessary).

☐ I structure the notes as topics and subtopics.

☐ I interrupt the discussion if it is too quick for me to take notes.

☐ For the cases in which the reader is supposed to act, I use **ACT** (bold and in capitals) followed by the description of the necessary action.

Example: "**ACT:** Everyone fill in the form [link] until next Monday."

☐ For specific tasks, I write the name of the responsible person in bold.

Example: "On Tuesday we will have an action training. **Ernesto** will prepare the content."

## After the meeting

☐ I formatted and organized the notes so that a person who was not in the meeting can understand the summary.

☐ At the very beginning of the minutes I created a section, **KEY**, where I compiled the to-do lists by person.

Example:

“**KEY**

**Vladimir**: write press release proposal

**Rosa**: prepare speech for Wednesday action, prints pamphlets

**Ernesto**: prepare action training, schedule attendance for the clinic

*etc*.”

☐ I sent the meeting minutes, or started the validation process.

☐ If there is a validation process: I updated the document and sent the final version.

More lists available in climaximo.pt under the *checklists for activists* tag.