Use the monthly committee agenda as a shell to complete the minutes.

Minutes ought to include:

- The title of the meeting (for example, the committee name, the task force name, Congregational Meeting, or Annual Meeting).
- The date, time, and location of the meeting.
- Who was present or absent.
- The results of any votes or actions taken, a record of any decisions made.
- The date for the next meeting. When it comes to note taking, don't assume "we'll remember." Minutes are an important tool to help individuals who missed the meeting find out what happened and to allow other teams in the congregation to find out what is going on.

  At the end of the minutes, it is useful to summarize action points by listing the following:

- What was decided.
- Who is going to do it.
- When the activities are targeted for completion (the key deadlines).
- Who will oversee the project and keep us all moving.
  Seeing what is planned and achieved can energize and motivate team members.

The scribe should prepare the minutes and distribute the document one week before the upcoming meeting.

See below for sample minutes.

XYZ Committee Minutes

February 17, 2024 , 6:30pm, Back Lounge and via Zoom

Attendees: Chair, Name2, Name3, Name6, Rev. Brian. Name4 via Zoom
Absent: Name5

Topic	Item
Call to Order	Chalice Lighting Check-ins
New Topics	Name3 suggests discussion of New Activity4 at next meeting
Approval vote	Minutes of January meeting – approved.
Chair Update	1. Item1, 2. Item2
Discussions	1. New Activity2 has formed action team and is meeting every other week. They plan to report to BoT in March. 2. Member X is resigning 3.
Review Action Items	From list in previous minutes
Planning	Chair volunteered to call W, X, Y re: staffing for Activity table. <More discussion detail>
Planning	<Details>
Planning	<Details>
Next meeting	Date, time location. Items to prepare for.

Action Items:

Item No	Date	Action	Status	Delivery Date	Who
20	2/17/24	Call W, X, Y re: Activity table	Assigned	3/15/24	Chair
19	2/17/24	<Action 19>	Assigned		Name2
17	1/14/24		On Hold		Chair
14	1/14/24	<Action14>	P		Name3
8	12/15/23	<Action8>			Rev. Brian
6	11/13/23	Provide Agency names to committee	In Prog	12/15/23	Name4

Submitted by Name5