

Effective Committee Meetings: Tips and Tricks from the Trenches



AGENDA

Meeting activities in the order they are to be addressed.

AGENDA COMPONENTS

- Minutes of the last meeting
- Reports from committee members
- Reports from sub-committees (technical and administrative)
- Reports from other groups (make sure relevant individuals are invited)
- Unfinished business
- New Business

MINUTES

Minutes are a record of what was done at the meeting NOT what was said by members or guests.

CAPTURING THE MINUTES

- Designate a Committee Member to take minutes.
- Are not a transcript of the meeting.
- Should focus on actions taken, decisions made.
- Reports from EC members, Committees, can be attached.

More details and examples available at: <http://www.jimslaughter.com/uploads/minutes.pdf>