

## HOW TO WRITE MEETING NOTES

### What are Meeting Notes?

Meeting notes are a record of what takes place at each meeting. They record issues that are discussed, announcements that are made and any actions which are assigned.

Looking back over the notes can remind volunteers what they agreed to do and can cement any decisions or action plans that were made. They also serve as a record for those who were unable to attend.

Notes can prove essential in planning processes by documenting ongoing actions.

Meeting notes also record who attended and which volunteers were unable to attend.

Although actions and discussions are recorded, the notes should not be the sole method of communication for items such as:

- Tasks to be carried out by absent OT members
- Decisions made that directly impact absent OT members
- Issues concerning the Crohn's and Colitis UK office
- Requests for the Crohn's and Colitis UK office (eg. Labels, event notifications etc.).

All the above should be communicated by telephone or e-mail by a designated attendee following the meeting.

### Note-taking tips

#### Before the Meeting:

- Decide how you will take notes and ensure you have everything you need i.e. pen and paper/laptop
- Have a copy of the agenda – This will form the basis of your notes

#### During the meeting:

- Note down who is in attendance and record apologies
- Don't try to write down every single comment – just the main ideas being discussed
- Record clearly who is responsible for the various decisions and actions along with deadlines agreed
- Make note of any issues to be discussed at future meetings

#### After the meeting:

- Type up the Meeting Notes into the template below while everything is still fresh in your mind
- Highlight items with actions attached and include timescales if relevant
- Share with the Lead Volunteer to confirm that your notes are an accurate record of the meeting
- Once approved, send to the organising team as soon as possible after the meeting
- A copy of all Meeting Notes must be sent to [networks@crohnsandcolitis.org.uk](mailto:networks@crohnsandcolitis.org.uk)

**A suggested template for Crohn's and Colitis UK Network Meeting Agenda.**

Crohn's and Colitis UK \_\_\_\_\_ Network

Date:

Time:

Location:

Present:

Apologies:

	<b>Item/Issue</b>	<b>Action</b>
1.	<b>Notes of last meeting</b> Review actions and take updates on matters discussed previously	
2.	<b>Thank you &amp; Feedback</b> Personal thanks, feedback from events, feedback from Head Office	
3.	<b>Charity News</b> Check Network Update readership and confirm important changes Convey any messages from Volunteering Development Officer National campaigns and projects	
4.	<b>Discussion item</b> These are items brought by the lead volunteer and there can be as many as required	
5.	<b>Finance update</b> The finance volunteer will give an update	
6.	<b>Where we are – Compare activity with goals</b> Newsletters Educational talks Awareness activities Fundraising activities	
7.	<b>Recent activity</b> Summarise successes and challenges	
8.	<b>Upcoming activity</b> Finalise plans, arrangements and tasks to be completed	

9.	<b>Any other business?</b> A chance for any Organising Team member to contribute an item	
----	---	--

Next meeting will be held:

Date:

Time:

Location:

Please contact \_\_\_\_\_ with any corrections or queries.

Updated: January 2020

Next Review: January 2021