

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
- Items relating to the Crohn's & Colitis UK volunteering team staff
- Requests for the Crohn's & Colitis UK volunteering team staff (eg. event notifications, more fundraising or awareness resources etc.).

All the above should be communicated by e-mail or telephone 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

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

Crohn's & Colitis UK _____ Network

Date:

Time:

Location:

Present:

Apologies:

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