

Guidelines for Minutes for Regents Academic Advisory Committees

Minutes become public documents; so they should not provide a detailed report on the meeting.

Should record:

- Name of Committee
- Date, time, venue
- Attendees and person presiding
- Order of agenda – brief summary of each item
- Motions/Actions taken/Votes: List outcomes

Leave out:

- Names of people involved in discussions
- Details of discussions (consider: An animated discussion ensued)

Send to Barbara.Brown@usg.edu when you have approved minutes, ready to post.

Links you may want to check out:

Do's and Don'ts for Meeting Minutes

https://www.asaecenter.org/resources/articles/an_magazine/2016/september-october/dos-and-donts-for-meeting-minutes

How to Write Effective Meeting Minutes (with Templates and Samples)

<https://www.wildapricot.com/articles/how-to-write-meeting-minutes>

Guidelines for Meeting Minutes in Local Government

<https://jurassicparliament.com/meeting-minutes-local-government/>