# Tips for Taking Minutes

*Learn what you need to know to be prepared for taking minutes during MnCCC meetings!*

## Why is it Important to Take Minutes?

Minutes are a way to create a record of intentions and actions of a group. The minutes are the history of your User Group (or committee, workgroup, etc.) and are often referenced to determine what was done, which decisions were made, and why. They're also used to share what happened for those Members or other interested parties that were not able to attend.

## Why Are Minutes Required?

User Groups have an elected Recording Officer who is responsible for taking minutes at all User Group and Advisory/Executive Committee meetings. For committee or workgroup meetings, the Chair or facilitator should make sure a Recording Officer is appointed to take minutes.

## Before the Meeting

- The best way to make taking minutes easy is to use the agenda and create a minute-taking template. Include the date, time, and location of a meeting, then work through each agenda item
- You can request a copy of the attendee list prior to the meeting to make roll call and attendance a breeze
- Name tents or nametags for attendees can also be helpful to capture who is speaking, though attendees can also be expected to introduce themselves when they speak up. If you'd like attendees to have nametags, give MnCCC a few days' notice to prepare

## During the Meeting

- Remind attendees to state their name when making motions or speaking up during conversations. This is especially important for virtual meetings, and will make capturing motions much easier
- If there are lengthy discussions, you can note in the minutes, "Discussion on XXX", capture a few of the highlights/details, and then the final decision. Don't worry too much about capturing discussions word-for-word, so long as the most important details are included!
- If there is a vote, the Recording Officer should capture who made a motion, who made a second, and, after the vote, whether the motion passed or not. Sometimes votes will be conducted with roll call, which you can either capture name for name, or (if unanimous) can be written as "motion passed unanimously, X-0."

## Virtual Meetings

- Remind attendees to rename themselves to include their first and last names and county or organization. This helps you to recognize who's speaking and if a quorum has been reached
- Use the chat feature to gain clarity on a subject or ask a question without interrupting the speaker. The chat can also be a great tool to conduct attendance for a large group
- For large groups, polls can be a great way to conduct roll call voting in a few clicks. MnCCC will always have a few default polls available (agenda, minutes, financials, etc.), but more can created ahead of time or on the fly. Just let a staff member know if you need assistance. The poll results can be provided to easily capture roll call voting

## After the Meeting

Be sure to complete the minutes as soon as possible after the meeting; it can be difficult to capture minutes from notes that are several days (or weeks) old. MnCCC keeps all attendee lists on file, so be sure to contact the staff for a copy. Once your minutes are complete, they should be sent to emily@mnccc.gov. Minutes will be posted on RSVP with the next scheduled meeting and are considered to be in draft form until they are approved. If changes or corrections are made at the next meeting, the Recording Officer is responsible for making changes and sending a new finalized copy to MnCCC. If no changes or corrections are made, the presented copy will be considered final.

## Adding Action Items

Many User Groups add Action Items to minutes to highlight specific to-do items for Members or the User Group. They are captured during the discussion and marked to be easily identifiable. For example, under an agenda item called "Meeting Discussion", the Recording Officer might include "Action Item: Committee Chair to work with MnCCC to schedule meetings for the remainder of the year." Action items may also be a separate item on the agenda, so be sure to work with your User Group to determine how best to proceed. Action Items ultimately help User Groups stay on task and working toward their common goals.