



MONT ROSE®  
COLLEGE

2025

# Writing Meeting Agenda & Meeting Minutes

Mont Rose Guide to



# Writing Meeting Agenda & Meeting Minutes: A Mini Guide

Meetings are an important part of academic, professional, and workplace life. To make them effective, you need two key tools:

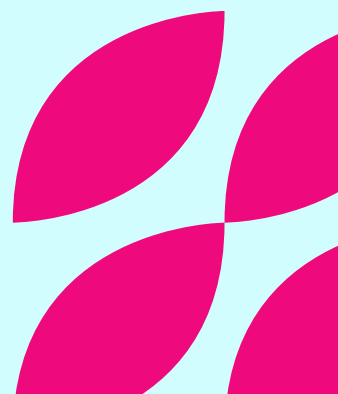
Agenda – a plan that outlines what will be discussed.

Minutes – a written record of what was decided and who is responsible.

Both help keep meetings organised, productive, and accountable.



*“Time is money. Wasted time means wasted money means trouble.” – Shirley Temple*



# Why It Matters



- Keeps meetings focused – prevents time-wasting discussions.
- Provides accountability – records responsibilities and deadlines.
- Acts as evidence – shows what was agreed in case of disputes.
- Helps preparation – participants know in advance what to expect.

# Part 1: Writing a Meeting Agenda

1) An agenda is a plan for a meeting. It helps people know what will be discussed, why the meeting is being held, and who will attend.

What to include:

- Title of the meeting (e.g., “Marketing Team Weekly Meeting”).
- Date, time, and place (or link if it’s online: Zoom/Teams/Skype).
- List of attendees:
  - Required – must attend
  - Optional – not essential
  - Guests – invited for expertise (no voting rights)
- Chair (person leading the meeting).
- Minute taker (person writing the notes).
- Purpose of the meeting (what the meeting is trying to achieve).
- Agenda items in order (with times if possible):
  - Welcome and introductions
  - Apologies for absence
  - Review of last meeting’s minutes
  - Matters arising (follow-ups)
  - Main discussion points (numbered list)
  - Any other business (AOB)
  - Date of next meeting



# Meeting Agenda

Email:

|

Recorded By:

<b>Meeting Title:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Location/Link:</b>	
<b>Chair:</b>	
<b>Attendees:</b>	Required: Optional: Guest(s):
<b>Purpose of Meeting:</b>	

Agenda Item	Details
1. Welcome and Introductions	
2. Apologies for Absence	
3. Approval of Previous Minutes	
4. Matters Arising	
5. Main Agenda Items	
Item 1	
Item 2	
Item 3	
5. Open Floor / Any Other Business (AOB)	
7. Next Meeting	

# Agendas: Common Mistakes to Avoid



## ✗ Vague agenda items

- Don't: "Budget"
- Do: "Approve Q4 social ads budget (£1,500)"

## ✗ No purpose or outcome

- Always state what the item is for: inform / discuss / decide / approve.

## ✗ Missing basics

- Title, date, time, location/link, Chair, minute taker, attendees (required/optional/guest).

## ✗ No timings

- Add realistic durations so you can stay on track.

## ✗ Poor ordering

- Put decision-heavy items early while energy is high; group related items together.

## ✗ Cramming too much

- 45-60 minutes = 4-6 focused items max.

## ✗ Inviting everyone

- Only include people who must contribute or decide.

## ✗ Late or unseen papers

- Send documents with the agenda; say what to read and what to bring.



*"Plans are only good intentions unless they immediately degenerate into hard work." – Peter Drucker*

# Part 2: Writing Meeting Minutes

Minutes are the official notes of what happened in the meeting. They are not a full transcript, just a clear summary.

What to include:

- Meeting details (title, date, time, place/online link).
- Attendance list: Present, Apologies, Absent.
- Agenda item by item notes:
  - What was discussed (only main points).
  - What was agreed.
  - Any action points (who will do what, and by when).



Decisions and actions should be written clearly:

Agreed: something approved.

Noted: important information shared.

Recommended: passed to higher authority.

Action: a task assigned to someone.

Style rules:

Use indirect speech:

Write: The Chair said that the report was useful.

Not: The Chair said, "This report is useful."

Be concise and clear – don't write every word people said.

Use consistent format for dates, times, and names.

Avoid vague deadlines like "ASAP" – instead write "by 20 September 2025."

# Meeting Meetings

Email:

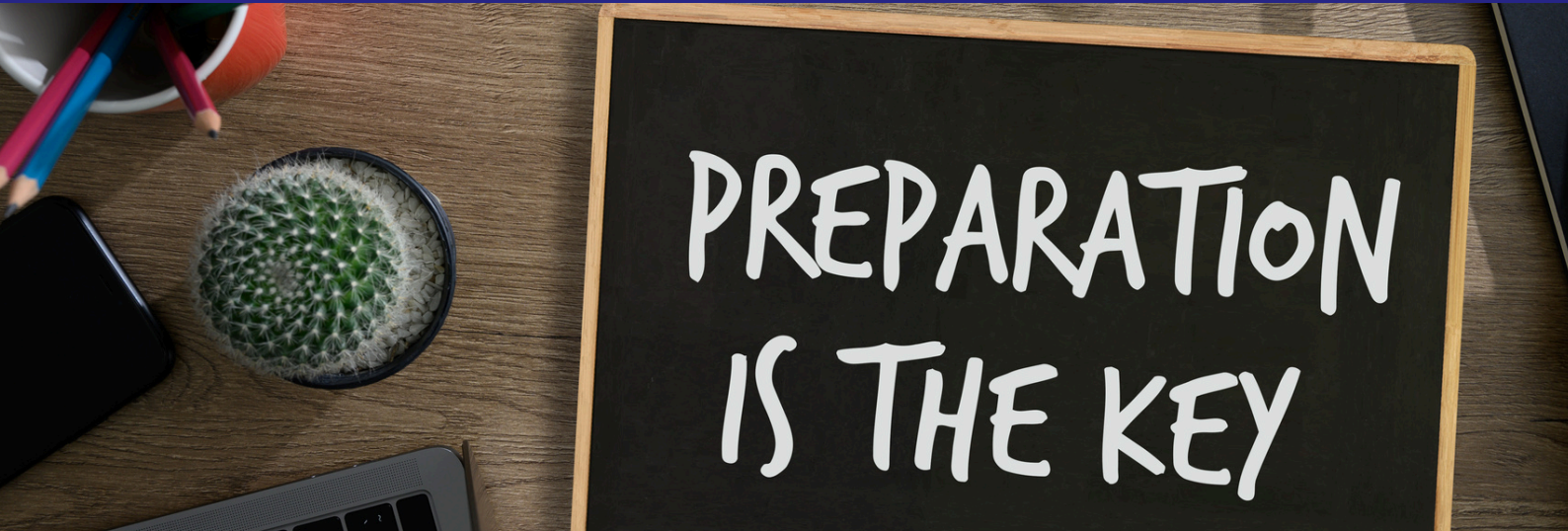
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Minute Taker:

<b>Meeting Title:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Location/Link:</b>	
<b>Chair:</b>	
<b>Attendees:</b>	Present: Apologies: Absent:
<b>Purpose of Meeting:</b>	

Agenda Item	Details
1. Welcome and Introductions	
2. Apologies for Absence	
3. Approval of Previous Minutes	
4. Matters Arising	
5. Main Discussion Points	
Item 1	
Item 2	
Item 3	
5. Open Floor / AOB	
6. Summary and Action Items	
7. Next Meeting	
8. Closing Remarks	

# Minutes: Common Mistakes to Avoid



## ✗ Writing a transcript

- Summarise key points; don't capture every word or side conversation.



## ✗ Missing decisions and actions

- Every item should end with: Decision, Action (owner + deadline), or Noted.

## ✗ Vague deadlines

- Don't: "ASAP"
- Do: "by 20 Sep 2025"

## ✗ No owner

- Every action must have one named person (not "the team").

## ✗ Unclear authority

- If the group can't approve, mark as Recommended to the higher body.

## ✗ Inconsistent style

- Use indirect speech ("The Chair said that...") and consistent tenses, dates (e.g., 23 September 2025), and 24-hour times (e.g., 14:30).

## ✗ Unclear attendance

- Separate Present / Apologies / Absent; list alphabetically.

## ✗ Late distribution

- Send minutes soon after the meeting so actions start immediately.

# General Principles



## Writing a Meeting Agenda

1. Basic Details – date, time, location, and attendees.
2. Meeting Objective – a clear statement of purpose.
3. Agenda Items – list topics in order of importance.
4. Time Allocation – assign approximate time for each item.
5. Chairperson/Facilitator – state who will lead the discussion.

## Writing Meeting Minutes

1. Heading – meeting title, date, time, location, and attendees.
2. Agenda Reference – list items as discussed.
3. Discussion Points – key issues raised (not a word-for-word transcript).
4. Decisions Made – agreed outcomes.
5. Action Points – who is responsible and deadlines.
6. Next Meeting – confirm time and date if applicable.

# Language & Formatting for Agendas and Minutes

## 1. Tone & Style

Formal but simple – business-like, clear, no slang.

Concise – short sentences, to the point.

Neutral – record facts, not personal opinions.

Example:

- Don't: "Priya was unhappy with the budget and argued for 10 minutes."
- Do: "Priya raised concerns about the budget. It was agreed to review in October."

## 2. Tense & Speech

- Use indirect speech (no speech marks).
  - Write: The Chair said that the report was useful.
  - Not: The Chair said, "This report is useful."
- Use past tense for minutes (meeting has already happened).
- Use future tense only for actions.
  - Alex will submit the budget by 20 Sep.

## 3. Names & Roles

- Use full names + job titles in the attendance list.
- In the minutes, use initials or surnames to keep it short.
  - Attendance: Priya Patel (Marketing Manager)
  - Minutes: PP noted that the campaign was on track.
- Use gender-neutral terms:
  - Chair (not Chairman/Chairwoman).

## 4. Dates & Times

- Always use a consistent format:
  - Date: 23 September 2025 (not 23rd Sept, or 23/09/25).
  - Time: 14:00 (use 24-hour clock to avoid AM/PM confusion).

## 5. Formatting Basics

- Agenda:
  - Numbered items (1, 2, 3...).
  - Sub-items as decimals (e.g., 5.1, 5.2).
  - Add time limits if needed (e.g., "10 mins").
- Minutes:
  - Match agenda numbering (so it's easy to follow).
  - Use bold for headings (Present, Apologies, Agenda Items).
  - Keep actions in a separate list at the end.



# Useful Words



## Suggested Wording for Agendas

### Purpose of Meeting:

- "To review..."
- "To agree..."
- "To plan..."
- "To approve..."
- "To receive updates on..."

### Agenda Items:

- "Review and approve minutes of previous meeting"
- "Matters arising from previous meeting"
- "Discussion of [topic]"
- "Decision on [topic]"
- "Any Other Business (AOB)"

## Suggested Wording for Minutes

### For Decisions

- It was agreed that...
- It was resolved to...
- The committee approved...
- The group decided that...

### For Recommendations

- It was recommended that...
- The committee suggested that...
- The group advised that...

### For Information

- It was noted that...
- The committee received...
- The group acknowledged...
- The report was presented and discussed.

### For Actions

- [Name/initials] will... by [date].
- It was agreed that [Name] will be responsible for...
- Action: [Name] to prepare a report on... for the next meeting.

# AGENDA & MINUTES CHECKLIST

## AGENDA

Meeting details (date, time, location, attendees)

Clear purpose/objective

Prioritised list of topics

Time allocated for each item

Chair/facilitator named

## MINUTES

Meeting details and attendees recorded

Agenda items followed in order

Key points summarised (not full transcript)

Decisions clearly stated

Action items assigned with deadlines

Next meeting date/time set (if applicable)

Minutes shared promptly

## KEY TAKEAWAY

Agendas set the roadmap for a meeting, and minutes provide the record of what was achieved. Done well, they save time, clarify responsibilities, and ensure accountability.

“If you don’t know where you’re going, you’ll end up someplace else.” - Yogi Berra



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**COLLEGE**

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# MONT ROSE COLLEGE®

## The MRC

Writing Meeting Agenda  
& Meeting Minutes

