

GUIDELINES: LONGER TRANSACTIONAL WRITING

SOURCE: ENGLISH HOME LANGUAGE PAPER 3 RESOURCE PACK/ KZN PROVINCIAL TEAM

MINUTES OF MEETING & AGENDA

MINUTES OF A MEETING

- Many organisations, groups, and businesses have meetings where records need to be kept of the proceedings and decisions made.
- The written records of these events are called the 'minutes of meetings.'
- The secretary needs to write the minutes of meetings.

PURPOSE OF KEEPING MINUTES

- To keep an accurate record of events for future possible reference.
- There might also be a legal requirement for sets of minutes to be produced in an organisation- as in the case of a bank or a limited company.

INFORMATION INCLUDED IN THE MINUTES

- When it took place
- Who was in attendance
- Who was absent
- What was discussed
- What decisions were made

VOLUME OF DETAIL (How much detail is necessary?)

- The details recorded will depend upon the type of meeting and maybe its context.
- Some organisations like to have a record that captures the spirit of the discussions that took place; whilst others put their emphasis on the decisions that are made.

IMPORTANT

One thing is certain:

- the person taking the minutes is not expected to give a dramatic or poetic description of what takes place.
- The minutes of a meeting are a summary that records its most important matters.

EXAMPLE OF AN AGENDA

AGENDA FOR COMMITTEE MEETING OF CRAIGIEBURN SOCIAL CLUB

- 1. Commencement & Welcome**
- 2. Adoption of Agenda**
- 3. Apologies**
- 4. Correspondence**
- 5. Minutes of previous meeting**
- 6. Matters arising from minutes**
- 7. New Matters**
 - 7.1 New Project**
 - 7.2 _____**
- 8. General Matters/Any other business**
- 9. Closure. Rising Time: 19h30**