

SOP: Meeting Organization and Minute-Taking Standards

This SOP establishes **meeting organization and minute-taking standards** to ensure efficient, structured, and productive meetings. It covers preparation steps, agenda setting, participant roles, time management, effective communication practices, and standardized minute-taking procedures. The objective is to facilitate clear documentation of discussions, decisions, and action items, promoting accountability and follow-up across all organizational meetings.

1. Scope

This SOP applies to all organizational meetings, whether in-person, virtual, or hybrid, involving internal or external participants.

2. Responsibilities

- **Organizer/Chair:** Prepares the agenda, invites participants, leads the meeting, and ensures adherence to time and topics.
- **Minute-Taker:** Accurately records meeting minutes as per the standardized format, noting key discussions, decisions, and action items.
- **Participants:** Review agenda beforehand, contribute actively, and fulfill assigned action items.

3. Pre-Meeting Preparation

1. Define meeting objectives and desired outcomes.
2. Select an appropriate date, time, and platform/location.
3. Identify participants and assign roles (Chair, Minute-Taker, etc.).
4. Draft and circulate the agenda at least 24 hours prior to the meeting (see section 4).
5. Distribute any necessary background materials in advance.

4. Agenda Template

Agenda Item	Presenter	Time Allocated
1. Welcome and Introductions	Chair	5 min
2. Review and Approve Previous Minutes	Chair	5 min
3. Main Discussion Topics	As indicated	Varies
4. Action Items & Next Steps	All	10 min
5. Any Other Business (AOB)	All	5 min

5. Conducting the Meeting

- Start on time and confirm quorum.
- Review and approve previous minutes, if applicable.
- Follow agenda strictly; table off-topic items for future meetings.
- Ensure all voices are heard; moderate courteously.
- Summarize decisions and assigned actions before closing each topic.
- Close meeting on time.

6. Minute-Taking Standards

1. Use the **standardized Minute Template** (see below).
2. Record key points: **Attendees, agenda, major discussion topics, decisions, assigned action items (with owners and deadlines), and next meeting date.**
3. Summarize discussions succinctly; avoid verbatim transcripts except for critical decisions or statements.
4. Distribute draft minutes to all participants within 48 hours of meeting conclusion.

5. Incorporate corrections and obtain approval at the next meeting.

7. Minute Template

Meeting Minutes									
Date/Time/Location	_____								
Chair	_____								
Minute-Taker	_____								
Participants	_____								
Agenda	1. Welcome and Introductions 2. Review of Previous Minutes 3. Main Topics 4. Action Items & Next Steps 5. AOB								
Key Discussion Points	_____								
Decisions Taken	_____								
Action Items	<table><thead><tr><th>Action</th><th>Owner</th><th>Deadline</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>			Action	Owner	Deadline	_____	_____	_____
	Action	Owner	Deadline						
_____	_____	_____							
Next Meeting Date	_____								

8. Document Control

- Store approved minutes in a centralized, accessible repository.
- Maintain version control and restrict editing to authorized personnel.
- Retain minutes according to organizational record-keeping policies.

Adapt this template as needed based on meeting type or organizational needs.