

# Standard Operating Procedure (SOP)

## Meeting Preparation, Agenda Drafting, and Minute-Taking Protocols

This SOP details the protocols for **meeting preparation, agenda drafting, and minute-taking**, encompassing the systematic approach to organizing meetings, creating clear and structured agendas, and accurately recording minutes. It aims to enhance meeting efficiency, ensure all relevant topics are addressed, and provide a reliable record of discussions, decisions, and action items for stakeholders.

### 1. Meeting Preparation

- **Identify Purpose & Objectives:** Clearly define the meeting's purpose, goals, and desired outcomes.
- **Determine Participants:** List and invite relevant attendees based on the agenda topics.
- **Schedule Meeting:** Select suitable date, time, and platform (in-person or virtual). Send calendar invitations with necessary details.
- **Distribute Pre-Reading Materials:** Gather and share documents or reports needed for informed discussion at least 2 business days before the meeting.
- **Assign Roles:** Designate the meeting chair/facilitator, timekeeper, and minute-taker (if necessary).

### 2. Agenda Drafting

- Use the standard agenda template (see below).
- Include the following sections:
  - Date, Time, and Venue/Platform
  - List of Attendees and Apologies
  - Approval of Previous Minutes (if applicable)
  - Agenda Items (with allocated time for each topic, responsible presenters, and desired outcomes)
  - Any Other Business (AOB)
  - Next Steps / Action Review
- Share draft agenda with participants at least two business days in advance, requesting feedback or additional topics.

#### Sample Agenda Template

Time	Agenda Item	Presenter	Objective/Outcome
09:00â€“09:10	Welcome and Introductions	Chair	Inform
09:10â€“09:15	Approval of Previous Minutes	All	Approve
09:15â€“09:45	Discussion Item 1	Name	Decision/Discussion
09:45â€“09:55	Any Other Business (AOB)	All	Discuss
09:55â€“10:00	Action Review & Next Steps	Chair	Assign Actions

### 3. Minute-Taking Protocols

- Use a consistent minutes template (see below).
- Record the following for each agenda item:
  - Summary of discussion (avoid verbatim transcription)
  - Key decisions made
  - Actions assigned (with responsible persons and deadlines)
- Capture attendance (present/absent) and record apologies.
- Circulate draft minutes to attendees for review within 2 business days after the meeting.
- Incorporate feedback and finalize minutes. Archive and distribute final minutes to all relevant stakeholders.

#### Sample Minute-Taking Template

Meeting Title			
Date   Time		Location/Platform	

<b>Present</b>	
<b>Apologies</b>	

<b>Agenda Item</b>	<b>Discussion/Decision</b>	<b>Action(s)</b>	<b>Responsible</b>	<b>Deadline</b>
Item 1				

#### 4. Document Control

- Store agendas and minutes in the designated shared folder for organizational records.
- Follow information security and confidentiality policies regarding sharing and storage of meeting documentation.

#### 5. Review and Updates

- This SOP should be reviewed semi-annually or whenever changes to meeting processes are implemented.
- Feedback on this procedure should be directed to the department lead or SOP coordinator.