

# SOP: Post-Meeting Draft Minutes Review and Approval Process

This SOP details the **post-meeting draft minutes review and approval process**, encompassing the preparation of initial draft minutes, distribution to relevant stakeholders for feedback, incorporation of revisions and corrections, formal review meetings if necessary, and final approval and archiving of the minutes. The objective is to ensure accuracy, clarity, and timely documentation of meeting outcomes for effective communication and record-keeping.

## 1. Scope

This procedure applies to all official meetings requiring formal documentation of minutes within the organization.

## 2. Responsibilities

Role	Responsibility
Minute Taker	Prepares and circulates draft minutes, incorporates feedback, finalizes minutes.
Meeting Chair	Reviews minutes for accuracy, provides feedback, approves final version.
Attendees/Stakeholders	Review draft, suggest corrections or clarifications as needed.
Records Administrator	Archives approved minutes and maintains records.

## 3. Procedure

- Preparation of Draft Minutes**
  - Within 2 business days post-meeting, the Minute Taker prepares and formats the draft minutes.
- Distribution for Review**
  - Draft minutes are distributed (via email or approved platform) to all relevant stakeholders.
  - Stakeholders are given a standard review period (e.g., 3 business days) to submit feedback.
- Collection & Incorporation of Feedback**
  - Minute Taker collates all comments and revisions.
  - Updates draft as appropriate, resolving conflicts as needed in consultation with Meeting Chair.
- Optional Review Meeting**
  - If significant corrections or clarifications are required, a short follow-up meeting may be convened.
- Approval of Final Minutes**
  - Final draft is shared with the Meeting Chair for sign-off.
  - Upon approval, minutes are marked as "Final."
- Archiving**
  - Approved minutes are archived in the designated records management system.
  - Access is granted per organizational policy.

## 4. Documentation & Records

- Draft & final minutes (all versions, tracked).
- Correspondence on feedback and approval.
- Archiving log.

## 5. Review & Revision

This SOP shall be reviewed bi-annually or as required by changes in company policy.