SOP: Post-meeting Distribution of Minutes and Action Items

This SOP details the **post-meeting distribution of minutes and action items**, outlining the process for accurately documenting meeting discussions, identifying key decisions and action points, compiling comprehensive minutes, and promptly distributing them to all relevant participants. The purpose is to ensure clear communication, accountability, and timely follow-up on assigned tasks to enhance meeting effectiveness and organizational productivity.

Scope

This SOP applies to all regular, ad hoc, and project meetings held within the organization.

Responsibilities

- **Meeting Organizer/Chair:** Ensures accurate recording and timely circulation of minutes.
- **Minute Taker/Secretary:** Documents discussions, decisions, and action items during the meeting.
- **All Participants:** Review the distributed minutes and action items, confirm clarity, and execute assigned tasks.

Procedure

1. **During the Meeting**
   - Assign a designated minute-taker before the meeting begins.
   - Document key discussion points, decisions made, and action items (with assigned owners and deadlines).
2. **Compilation of Minutes**
   - Within **24 hours** post-meeting, compile the minutes using the official template (see below).
   - Ensure clarity, accuracy, and inclusion of all decisions and action points.
3. **Review**
   - The meeting organizer or chair reviews the compiled minutes for completeness and accuracy.
4. **Distribution**
   - Distribute the approved minutes and action items to all meeting attendees and relevant stakeholders via email (or a designated collaborative platform) within **48 hours** post-meeting.
5. **Follow-up**
   - Encourage recipients to confirm understanding or raise questions regarding their action items.
   - Store the minutes in a centralized, accessible location (e.g., SharePoint, Google Drive, etc.).

Minutes Template

Date	[Insert Date]
Meeting Title	[Insert Meeting Title]
Attendees	[List Attendees]
Absent	[List Absentees (if any)]

Agenda Items, Discussions, and Decisions

Agenda Item	Discussion Summary	Decision
[Item 1]	[Summary]	[Decision]

Action Items

Action Item	Owner	Deadline	Status
[Description]	[Name]	[Date]	[Open/In Progress/Complete]

Records Management

- Minutes and action items must be stored electronically in the designated document repository.
- Retention period: minimum of 2 years, or as required by project/departmental policy.

References

- Meeting Management Policy
- Records Retention Policy

Note: This SOP should be reviewed and updated annually or when there is a change in process.