SOP: Meeting Scheduling, Preparation, and Minutes Recording

This SOP details the process for **meeting scheduling, preparation, and minutes recording**, including setting meeting objectives, sending timely invitations, preparing agendas, coordinating logistics, conducting effective meetings, documenting discussions accurately, and distributing minutes promptly. The aim is to ensure organized, efficient, and productive meetings that facilitate clear communication and effective decision-making across the organization.

1. Purpose

To establish a standardized process for organizing, conducting, and documenting meetings, ensuring clarity, accountability, and effective communication.

2. Scope

This SOP applies to all staff involved in scheduling, preparing, conducting, and documenting meetings within the organization.

3. Responsibilities

- **Meeting Organizer:** Initiates the meeting, prepares agenda, sends invitations, ensures logistics, and oversees minutes recording.
- **Participants:** Review agenda, prepare as required, and contribute actively during meetings.
- **Minutes Recorder:** Accurately documents attendance, key discussions, action items, and outcomes.

4. Procedure

1. **Meeting Scheduling**
   - Define the **meeting objective(s)** and required participants.
   - Select potential date(s) & time(s) using a scheduling tool if needed.
   - Confirm participant availability and book a suitable venue/virtual platform.
   - Send calendar invitation at least *3-5 business days* in advance, including objective and preliminary agenda.
2. **Preparation**
   - Develop and circulate a detailed **agenda** (see Section 5: Template).
   - Distribute any pre-reading materials or data *1-2 days* before the meeting.
   - Confirm logistics (room, virtual links, equipment, recording, etc.).
3. **Conducting the Meeting**
   - Start promptly; review objectives and the agenda.
   - Assign timekeeper and note-taker if not predetermined.
   - Facilitate focused discussion, ensuring participation from all attendees.
   - Summarize key decisions and assigned action items before concluding.
4. **Minutes Recording**
   - Document:
     - Date, time, location, and attendees.
     - Summary of discussions and decisions.
     - Assigned action items (with responsible person and deadline).
   - Use the provided Minutes Template for accuracy (see below).
5. **Distribution and Follow-up**
   - Circulate meeting minutes within *2 business days* post-meeting.
   - Archive minutes in the designated shared location.
   - Follow up on open action items in subsequent meetings.

5. Templates

Agenda Template

Time	Agenda Item	Presenter

09:00-09:05	Welcome & Introductions	Organizer
09:05-09:10	Review Objectives & Agenda	Organizer
09:10-09:40	Main Discussion Topics	Respective Leads
09:40-09:55	Action Items & Next Steps	Organizer
09:55-10:00	Q&A and Closing	All

Minutes Recording Template

Meeting Details	
Date	[Insert Date]
Time	[Insert Time]
Location/Platform	[Insert Location/Link]
Chairperson	[Insert Name]
Note-taker	[Insert Name]
Attendees	
[List Names]	
Apologies	
[List Names]	
Discussion & Decisions	
1. [Topic/Agenda Item 1] â€" *Summary, key points, decisions made* 2. [Topic/Agenda Item 2] â€" *Summary, key points, decisions made* 3. ...	

Action Items	
Action Item	Responsible / Due Date
[Describe Action]	[Name] / [Date]
[Describe Action]	[Name] / [Date]

6. Revision History

Version	Date	Remarks
1.0	[YYYY-MM-DD]	Initial Release