

# SOP: Meeting Coordination and Minute-Taking Processes

## Purpose

This SOP defines the **meeting coordination and minute-taking processes**, detailing the steps for effective scheduling, agenda preparation, participant management, and ensuring clear communication. It covers guidelines for conducting meetings efficiently, capturing accurate and comprehensive minutes, distributing records to stakeholders, and maintaining organized documentation. The purpose is to streamline meeting operations, enhance collaboration, and provide a reliable reference for decision-making and follow-up actions.

## Scope

This procedure applies to all staff responsible for organizing, conducting, and documenting internal and external meetings.

## Definitions

- **Agenda:** A structured list of topics to be discussed during a meeting.
- **Minutes:** Written records documenting meeting discussions, decisions, and action items.
- **Stakeholder:** Any individual or group involved in or affected by meeting outcomes.

## Responsibilities

- **Meeting Coordinator:** Organizes meetings, prepares agendas, and manages invitations.
- **Chairperson:** Leads the meeting and ensures objectives are met.
- **Minute-taker:** Records minutes and distributes documentation.
- **Participants:** Attend meetings, contribute, and complete assigned action items.

## Procedure

### 1. Meeting Coordination

1. **Identify Need:** Determine the objective and necessity of the meeting.
2. **Schedule Meeting:**
  - Select appropriate date, time, and platform/location.
  - Send calendar invites to all necessary participants.
3. **Prepare Agenda:**
  - Draft agenda in consultation with the Chairperson or relevant stakeholders.
  - Include clear objectives, topics, presenters, and time allocations.
4. **Distribute Agenda:** Email agenda to all participants at least 2 days before the meeting.
5. **Follow Up:** Confirm participant availability and collect additional input for the agenda, if needed.

### 2. Conducting the Meeting

1. Start meeting on time and review agenda and objectives.
2. Facilitate discussion, ensuring all topics are covered and participants are engaged.
3. Allocate time fairly and manage off-topic discussions.
4. Summarize decisions and assignments before concluding the meeting.

### 3. Minute-Taking

1. Record meeting details (date, time, location, attendees).
2. Document main discussion points, decisions made, and action items (including responsible persons and deadlines).
3. Maintain objectivity and accuracy-do not include personal opinions.
4. Review and finalize minutes after the meeting for completeness and correctness.

### 4. Distribution and Documentation

1. Distribute finalized minutes to all attendees and relevant stakeholders within 2 business days.
2. Store meeting minutes and supporting documentation in the designated shared folder or document management

system.

3. Track action items and follow up at subsequent meetings as necessary.

## Records Management

- All meeting agendas and minutes must be labeled with the meeting name and date.
- Maintain records in accordance with organizational policies and data retention requirements.

## Revision History

Date	Version	Description	Author
2024-06-20	1.0	Initial SOP release	Administrative Team