

SOP Template: Standardized Meeting Minutes Formatting Guidelines

This SOP provides **standardized meeting minutes formatting guidelines** to ensure consistency, clarity, and professionalism in documenting meeting discussions. It covers the structure of meeting minutes, including headings, participant lists, agenda items, key discussion points, decisions made, action items, and deadlines. The purpose is to facilitate effective communication, accurate record-keeping, and easy reference for all stakeholders involved in meetings.

1. Meeting Minutes Structure

- **Header** (Meeting Title, Date, Time, Location, Prepared By)
- **Participants** (List of attendees and absentees)
- **Agenda** (List of topics to be discussed)
- **Minutes**
 - **Agenda Item:** Title or brief summary
 - **Key Discussion Points:** Main discussion notes
 - **Decisions Made:** Clearly state any decisions/resolutions
 - **Action Items:**
 - Description
 - Responsible Person(s)
 - Deadline or Due Date

2. Formatting Guidelines

- **Use clear section headings** for each part of the minutes.
- **Bullet points** for lists and succinct entries.
- **Bold** headings and key items (e.g., decisions, action items).
- Use **consistent date formats** (e.g., YYYY-MM-DD).
- **Include version and author information** at the footer when updated.

3. Meeting Minutes Template

```
Meeting Title: [Title of Meeting]
Date: [YYYY-MM-DD]
Time: [HH:MM AM/PM]
Location: [Venue/Conference Link]
Prepared By: [Minute Taker's Name]
Participants:
- [Name 1]
- [Name 2]
- ...
Absentees:
- [Name 1]
- [Name 2]
- ...
Agenda:
```

```
1. [Agenda Item 1]
2. [Agenda Item 2]
...
Minutes:
Agenda Item 1: [Title]
- Key Discussion Points:
    â€¢ [Discussion summary]
- Decisions Made:
    â€¢ [Decision details]
- Action Items:
    â€¢ [Action 1] - Responsible: [Name], Due: [YYYY-MM-DD]
    â€¢ [Action 2] - Responsible: [Name], Due: [YYYY-MM-DD]
Agenda Item 2: [Title]
... (repeat for each agenda item)
Next Meeting:
- Date: [YYYY-MM-DD]
- Time: [HH:MM AM/PM]
- Location: [Venue/Conference Link]
Minutes Prepared By: [Name]
Minutes Approved By: [Name]
Version: [v1.0]
```

4. Revision and Approval

- Review minutes before distribution.
- Obtain approval from the meeting chair or designated approver.
- Distribute finalized minutes to all relevant stakeholders.
- Store a copy in the designated document repository.