SOP: Documentation and Distribution of Meeting Minutes and Action Items

This SOP details the **documentation and distribution of meeting minutes and action items**, emphasizing accurate recording of discussions, decisions, and assigned responsibilities. It outlines processes for timely preparation, review, approval, and dissemination to relevant stakeholders to ensure clear communication, accountability, and efficient follow-up on meeting outcomes.

1. Purpose

To establish a consistent process for recording, reviewing, approving, and distributing meeting minutes and action items, supporting effective communication and accountability.

2. Scope

This SOP applies to all internal and external meetings where official record-keeping is required and action items are assigned.

3. Responsibilities

- **Meeting Organizer/Chair:** Ensures assignment of a minute-taker and oversees timely review and approval.
- **Minute-Taker:** Accurately documents meeting minutes and action items.
- **Participants:** Review distributed minutes for accuracy and clarify assigned action items as needed.
- **Stakeholders:** Take necessary actions as per assigned responsibilities.

4. Procedure

1. **Preparation Before the Meeting**
   - Assign a minute-taker prior to the meeting.
   - Review previous minutes and prepare a template for the current meeting.
2. **During the Meeting**
   - Record date, time, attendees, agenda items, key discussions, decisions made, action items, responsible persons, and due dates.
3. **After the Meeting**
   - Draft the meeting minutes within 1 business day.
   - Highlight action items in a separate section or summary table.
4. **Review and Approval**
   - Send draft minutes to the meeting organizer/chair for review and approval within 2 business days.
   - Incorporate any feedback or required corrections promptly.
5. **Distribution**
   - Distribute approved minutes and action items to all relevant stakeholders within 3 business days of the meeting.
   - Use appropriate channels (e.g., email, project management tool, intranet).
6. **Documentation and Storage**
   - File official meeting minutes and action items in the designated repository for future reference.
7. **Follow-up**
   - Regularly track and update action item status until completion.
   - Raise outstanding items in subsequent meetings as necessary.

5. Meeting Minutes Template

Meeting Details	
Date & Time	[Insert Date & Time]
Location/Platform	[Insert Location or Platform]
Meeting Chair	[Insert Name]
Minute-Taker	[Insert Name]

Attendees	[List of Attendees]

Agenda Items

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Discussions & Decisions

- **[Topic/Agenda Item]:** [Summary of discussion and decisions]
- **[Topic/Agenda Item]:** [Summary of discussion and decisions]

Action Items

Action Item	Responsible Person	Due Date	Status
[Describe Action Item]	[Name]	[Date]	[Not Started/In Progress/Completed]

6. Revision History

Version	Date	Description of Changes	Approved By
1.0	[Insert Date]	Initial version	[Approver Name]