

SOP: Meeting Coordination and Minutes Recording

Purpose:

This SOP defines the process for **meeting coordination and minutes recording**, including scheduling meetings, preparing agendas, facilitating discussions, documenting decisions and action items, distributing minutes promptly, and maintaining organized records. The goal is to ensure effective communication, accountability, and accurate tracking of meeting outcomes to support informed decision-making and team collaboration.

Scope

This SOP applies to all staff responsible for organizing, conducting, and recording meetings within the organization.

Responsibilities

- **Meeting Organizer:** Schedules meetings, prepares agenda, and ensures participants are informed.
- **Facilitator/Chairperson:** Leads meeting, ensures agenda is followed, guides discussions.
- **Minute Taker:** Documents decisions, action items, and distributes minutes.
- **Participants:** Attend, contribute, and review minutes for accuracy.

Procedure

1. **Scheduling the Meeting**
 - Identify need and objectives for the meeting.
 - Select date, time, and platform (physical/virtual).
 - Send invitations with meeting details (date, time, location/link).
2. **Preparing the Agenda**
 - Consult stakeholders for input on agenda items.
 - Distribute finalized agenda and relevant materials in advance.
3. **Facilitating the Meeting**
 - Start on time and conduct introductions as needed.
 - Follow agenda, encourage participation, manage time.
 - Summarize key decisions and ensure clarity on action items.
4. **Recording Minutes**
 - Document attendees, absentees, main discussion points, decisions, and assigned action items (with owners and deadlines).
5. **Distributing Minutes**
 - Prepare and circulate minutes within 1-2 business days of the meeting.
 - Highlight key decisions, action items, and follow-up steps.
6. **Maintaining Records**
 - Store agendas, minutes, and supporting documents in organized, accessible folders (physical or digital).
 - Ensure confidential information is suitably protected.

Meeting Minutes Template

Date	[Insert Date]
Time	[Insert Time]
Location/Platform	[Insert Meeting Location/Link]
Attendees	[List Names]
Absentees	[List Names]
Agenda Items	[List Each Item Discussed]
Discussion Summary	[Summarize Main Discussion Points]
Decisions Made	[List Decisions]

Action Items	Task	Owner	Deadline
	[Action Item 1]	[Owner]	[Due Date]
	[Action Item 2]	[Owner]	[Due Date]
Next Meeting	[Date, Time, Location/Platform]		

References

- [Optional: Add links to policy documents, templates, or guidelines]

Revision History

Version	Date	Description of Change	Author
1.0	[Insert Date]	Initial SOP Release	[Name]