



**КРАЙОВА УПРАВА СУМК**  
**СУМК – U.O.Y, NATIONAL EXECUTIVE**  
**EXECUTIVE NATIONALE DU CYMK – J.O.U.**

*(Meeting Name)* - **Meeting Minutes**

**MEETING PARTICULARS**

Date:  
Start time:  
End time:  
Location:  
Conference phone:  
Web link:

**KEY ROLES**

Primary Facilitator:  
Secondary Facilitators:  
Timekeeper:  
Minute taker:  
Scribe:

**Attendees:**

Name (Initials)	Name (Initials)	Name (Initials)
Name (Initials)	Name (Initials)	Name (Initials)
Name (Initials)	Name (Initials)	Name (Initials)

**Items [and expand as necessary]:**

Agenda #	Agenda Item	Info / Decisions / Action Items	Follow-up Initials
		Info: Decisions (voting result for/against/abstain) Action Items (initials, by date)	
		Info: Decisions (voting result for/against/abstain) Action Items (initials, by date)	
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**NEXT MEETING**

Date:

Start time:

End time:

Location:



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## Background:

### *Agenda Elements*

#### **Meeting Roles**

The following lists the different roles in a meeting. While traditionally the president is chairperson and/or facilitator and secretary the minute-taker, it is recommended that these roles are rotated through the entire membership body, so that each member has an opportunity to learn and develop their skills.

**Minute Taker** takes notes concerning decisions reached and action items assigned (essentially who has agreed to do what, by when). These items should be reconfirmed at the end of the meeting. These items should be documented and distributed to all attendees within a few days of the meeting. **Scribe** captures what is being said by the group visually, whether on a whiteboard or a flipchart, so items can be referenced later. They use the wording used by the person spoken but don't record the person's name. Can then be taped to walls.

#### **Item Classification**

**IS:** Info-sharing. **IP:** info processing, such as brainstorming, discussion, decision making, planning etc.

#### **Minutes**

Have the secretary make the previous meeting's minutes ready for reading and approval beforehand. They should be stored in a binder at your parish meeting space or online. See the document template for meeting minutes.