

- ▶ presentation and content
- ▶ action verbs
- ▶ writing minutes

7.5 Writing Minutes

Discussion

1 Work with a partner. Read about the meeting situations a–d and answer questions 1–3.

- a) Hyperion Advertising office staff are meeting in a café to discuss their Christmas lunch.
- b) Wells Engineering have just completed a major construction project. They are holding a one-off project review meeting today.
- c) Living Colours is a printing company. The finance department are holding their fortnightly update meeting.
- d) At Bitstore Electronics, two senior executives are meeting this afternoon to discuss which of four interviewees they will appoint as sales manager.

- 1 How formal will each meeting be?
- 2 What is the purpose of each meeting? What items do you think will be on the agenda?
- 3 Which meetings require minutes? Why? How will the minutes be different?

Model

2 Read the minutes below quickly. Decide which meeting in Exercise 1 they relate to.

MEETING MINUTES

Date: 11 June Time: 15.30

(1) _____: Room 344

(2) _____: Enzo Falconi (EF)

(3) _____: Alice Keller (AK), Francois Weber (FW), Dylan Sanders (DS)

| (4) _____ | (5) _____ | (6) _____ |
|--------------------------|--|----------------------|
| 1 New staff | EF <u>announced</u> the appointment of Sally Collins as head of accounts payable. | |
| 2 Office layout | FW expressed concern about the open-plan arrangement. We identified two main problems: telephone noise and lack of meeting rooms. AK <u>proposed</u> screens or full partitions. We agreed that EF <u>will investigate</u> the price of screens and FW will get quotations on full partitions. | EF and FW 25 June |
| 3 Expenses claims | DS requested that all staff complete expense claim forms on time. We accepted that the form could be simpler. DS will prepare a new form by next meeting. | DS 25 June |
| 4 Appraisals | We decided that the current appraisal system is not working, and we concluded that six-monthly appraisals would be better. AK to look into the practicalities of this. | AK 30 June |
| (7) _____: 25 June 13.00 | | |

Analysis

3 Complete gaps 1–7 in the minutes with these labels.

Action Attendees Chair Discussion Item Next meeting Venue

4 Answer the questions about the minutes in Exercise 2.

- 1 What do you notice about how names are presented?
- 2 What is the purpose of the Action column?
- 3 Which verbs in the minutes tell you what happened? The first one is underlined.
- 4 Which verbs in the minutes tell you what actions are planned? The first one is circled.