

Writing Meeting Minutes

Matthew Williams • English Language • April 21, 2026

Purpose

Meeting minutes are the **official written record** of a meeting. They document what was discussed, decided, and assigned so that members who were absent are informed and all participants have an accurate reference. Minutes may record:

- **Decisions made** — motions passed, policies agreed upon
- **Action items** — tasks assigned to named individuals with deadlines
- **Matters arising** — follow-up on items from the previous meeting

Structure

- **Minutes Heading** — "Minutes of the [Organisation] Meeting" — title case, left aligned, not bold
- **Opening Statement** — date, time, and venue of the meeting
- **Call to Order** — who opened the meeting and at what time
- **Attendance** — names and titles of those present; names of those who sent apologies
- **Confirmation of Previous Minutes** — whether the last meeting's minutes were accepted
- **Matters Arising** — updates on action items from the previous meeting
- **New Business** — each agenda item discussed, decisions made, and action items assigned
- **Any Other Business** — additional matters raised by members
- **Adjournment** — time the meeting ended and date of the next meeting
- **Secretary's Name** — the person who recorded the minutes

SAPANEE Memory Guide

Use **SAPANEE** to remember the main order of meeting minutes:

Letter	Short Form	Full Section
S	Start	Call to Order
A	Attendance	Attendance
P	Previous	Confirmation of Previous Minutes
A	Arising	Matters Arising
N	New	New Business
E	Extra	Any Other Business

E	End	Adjournment
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The acronym **SAPANEE** stands for **Start, Attendance, Previous, Arising, New, Extra, End**. It is a quick way to remember the flow of the meeting, but the final document should still use the formal headings, such as **Confirmation of Previous Minutes, Matters Arising, and Any Other Business**.

Key Conventions

- Written in **past tense** and **third person** throughout
- Record **decisions made**, not the full discussion or debate
- Use **full names and titles** for all persons mentioned
- Be concise and factual — avoid opinion, interpretation, or informal language
- Maintain the **chronological order** of the meeting

DOCUMENT EXAMPLE

Minutes of the Kingston Youth Science Club Meeting

The meeting was held on March 10, 2026 at 3:30 p.m. in the main science lab.

The meeting was called to order by Mr. Daniel Reid at 3:30 p.m.

Attendance: Mr. Daniel Reid (President) Alicia Brown (Secretary) Mark Thompson Jada Williams Kevin Grant Apologies were received from Sarah Lewis and Andre Clarke.

The minutes of the previous meeting were confirmed as a true and accurate record.

Matters arising from the previous meeting included the status of the science fair preparations. It was reported that the venue had been secured and invitations had been sent to participating schools.

New business was discussed. The first item was fundraising for new laboratory equipment. Members agreed to host a bake sale on March 25, 2026. Responsibilities were assigned to different members for organizing the event.

The second item discussed was participation in the upcoming national science quiz. It was decided that a team of four students would be selected after internal trials.

Any other business included a suggestion to start a weekly study group for science subjects. Members supported the idea and agreed to begin sessions the following week.

The meeting was adjourned at 4:45 p.m.

Alicia Brown

Study Vault