

Writing a Notice of Meeting, an Agenda and Minutes of a meeting

Notices, Agendas and Minutes are read by busy people who don't want to read a lot of unnecessary detail. They need to be concise, accurate and clear. Each one of the follows a strict format and should be written in formal language.

Writing a Notice of Meeting:

When a meeting is arranged, the Secretary of the group sends out a Notice of Meeting to everyone who should attend. The Notice of Meeting gives the time and place of the meeting. The Secretary should send it out at least a week before the meeting takes place.

Here is the correct format for a Notice of Meeting:

The diagram illustrates the correct format for a Notice of Meeting. It consists of a central text box with five callout boxes pointing to specific parts of the text:

- To: All members of the School Events Committee** - Callout: The notice is addressed to everyone who needs to attend the meeting.
- NOTICE OF MEETING** - Callout: The tone is formal (*Please note...*)
- Please note that a meeting for all members of the School Events Committee will be held on 22 July 2016 in classroom 36 at 15h30.** - Callout: Use the future tense (*will be held*).
- Zandi Kunene (Secretary)** - Callout: Give the date, time and place of the meeting.
- 12 July 2017** - Callout: End with name, position (*Secretary*) and date

Writing an Agenda for a meeting:

An Agenda is a list of matters that will be discussed at a meeting. An Agenda ensures that:

- Everyone can prepare for the meeting and think about their views on each matter,

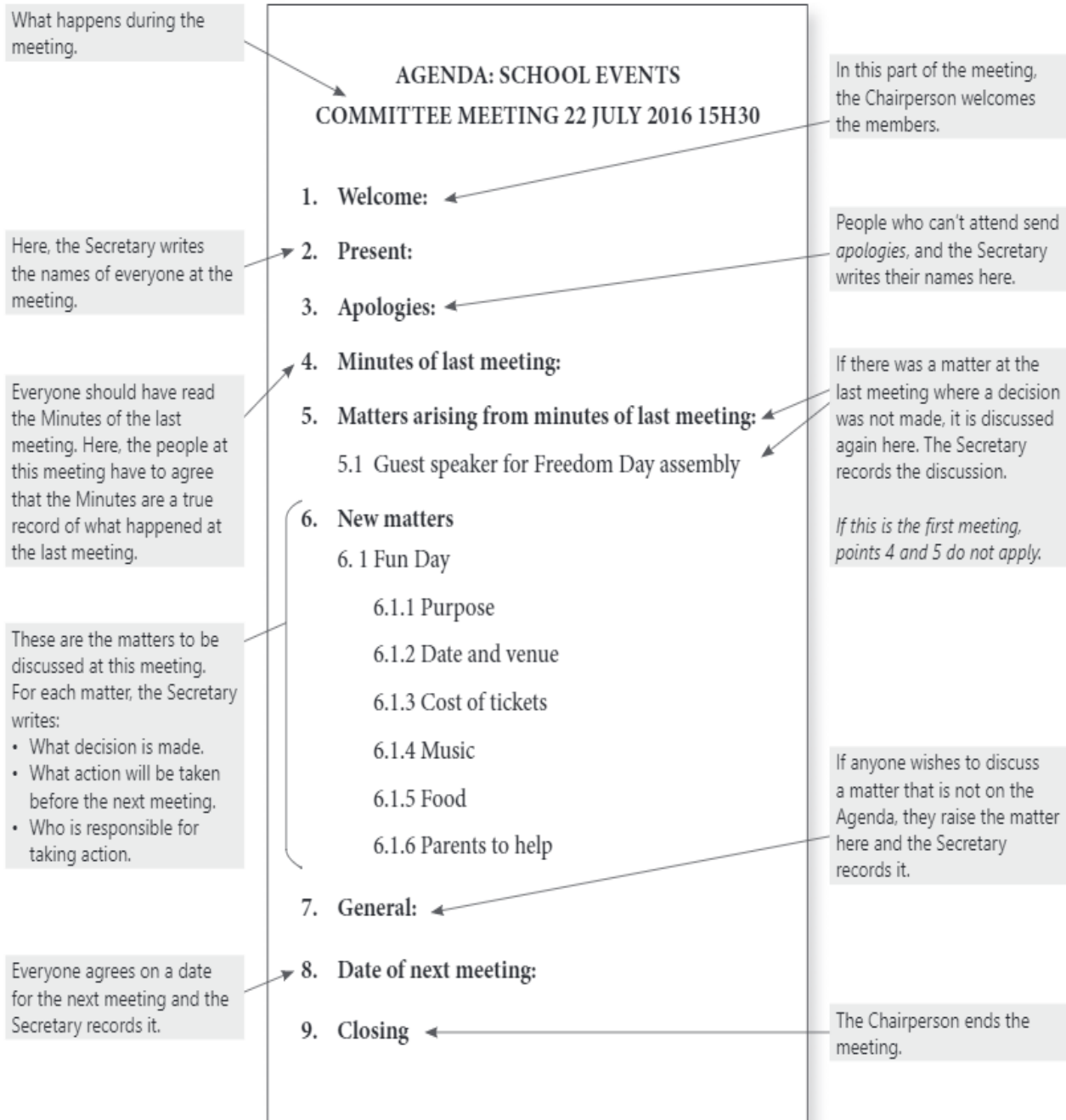
- During the meeting, the discussion stays focused on the most important matters.
- All matters are dealt with before the meeting end.

The Agenda should be sent to everyone before the meeting takes place. It is often sent with the Notice of Meeting. An Agenda always follows the format below. The Minutes of the meeting will also follow the format of the Agenda.

Agenda

1. Welcome
2. Present
3. Apologies
4. Minutes of last meeting
5. Matters arising from minutes of last meeting
6. New matters
7. General
8. Date of next meeting
9. Closure

The outline below shows how each point is used during the meeting:



Writing minutes for a meeting:

Minutes are notes taken by the Secretary to record what happened at a meeting. They follow the format of the Agenda. They should summarise the main points of any discussions or arguments, and record the conclusions and decisions reached. The language is formal and should be very clear and concise. There should be no unnecessary detail.

The secretary should write down the basic facts of the meeting and not give any opinions. It is important for a Secretary to be impartial (not take sides) and to use neutral language.

Here is an example of Minutes of a meeting:

The Minutes are set out in the same order as the Agenda.

All points are numbered.

Notes are written in full sentences, using the past tense. The language is formal, simple and clear.

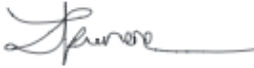
Note the use of modal verbs for action to be taken:
The tickets **would** cost R10
The school hall **could** be used
DJ Sishi **should** be asked

The passive voice is used:
Dr Sishi **should** be asked
Parents **would** be asked
This indicates that they have not yet decided who will do the asking.

The Secretary signs and dates the Minutes and sends a copy to everyone who attended the meeting.

**MINUTES OF THE MEETING OF THE
SCHOOL EVENTS COMMITTEE
HELD IN CLASSROOM 36 ON 22ND OF JULY**

1. **Welcome:** The meeting was opened at 15h30 by Pele who welcomed everybody.
2. **Committee members present:** Pele (Chairperson), Zandi (Secretary), Tholi, Peter, Zodwa, Sne, Buhle, Rasigan and Vumile.
3. **Apologies:** Margaret
4. **Minutes of the last meeting and matters arising:** The Minutes of the meeting held on June 24 2017 were accepted as correct.
5. **Matters arising from Minutes of last meeting**
 - 5.1 All agreed that Prof. Rukaya Patel (mother of Ismail in Grade 11) would be a good guest speaker for Freedom Day assembly. Vumile agreed he would email her a request.
6. **New matters**
 - 6.1 **Fun Day**
 - 6.1.1 Pele explained that Fun Day is to raise money for new sports equipment for the school. All agreed that this was a good idea.
 - 6.1.2 The 5th of September 2017 was chosen as a good date. Tholi said he would check this date with the principal, and ask him if the school hall could be used for the fun day.
 - 6.1.3 It was agreed that the tickets would cost R10 each.
 - 6.1.4 Sne suggested that DJ Sishi should be asked to provide music on the day. This was **unanimously** agreed upon. DJ Sishi is an old boy of the school, so would not charge a lot of money to play.
 - 6.1.5 Buhle said that she would organize the food stalls, and get helpers from Grade 11.
 - 6.1.6 All parents would be asked to help organise the Fun Day and to help on the day.
7. **General:** Peter suggested that the committee should make promotional posters to advertise the Fun Day. Rasigan agreed to take charge of the posters.
8. **Date of next meeting:** The Chairperson said that the next meeting would be in the same classroom, at the same time, on the 22nd of August 2017.
9. **Closing of the meeting:** The Chairperson thanked everyone for attending and closed the meeting at 17h00.



Signature: Zandi Kunene
Date: 23 July 2017