



UNIVERSITY OF LAGOS APPROVED TEMPLATE FOR MINUTES



STAFF TRAINING AND DEVELOPMENT CENTRE

OUTLINE

❖ INTRODUCTION

❖ RECOMMENDED FORMAT FOR MINUTES OF MEETING

- i. The Heading
- ii. Attendance
- iii. Opening prayer (optional)
- iv. Chairman's Opening Remark/Call to order
- v. Adoption of Agenda
- vi. Adoption of Minutes of the last Meeting (if applicable)
- vii. Matters Arising from the Minutes
- viii. New Business/Business of the

Day/Deliberations

- ix. Any Other Business (AOB)
- x. Action Plan
- xi. Adjournment
- xii. Closing Prayer (Optional)
- xiii. Signatures of Chairman and Secretary

❖ OTHER NOTES

INTRODUCTION

The University of Lagos Management on 19th June, 2023, considered templates for writing of Minutes and Reports. This was aimed at promoting professionalism in minutes and reports writing as well as ensure that minutes and reports are error-free and adequately prepared.

Generally, the format of Minutes consists of the following:

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- ❖ Adoption of Agenda
- ❖ Adoption of Minutes of the last Meeting (if applicable)
- ❖ Matters Arising from the Minutes
- ❖ New Business/Business of the Day/Deliberations
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- ❖ Action Plan
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- ❖ Closing Prayer (Optional)
- ❖ Signatures of Chairman and Secretary

FORMAT FOR MINUTES OF MEETINGS CONTD.

❖ The Heading

This should reflect the name of the meeting, date, time and venue of the meeting.

❖ Attendance

This comprises the following:

i. Present

This contains the list of members/participants present

ii. Absent

Names of members who were absent without permission would be listed here.

iii. Apology

Names of members who sought permission to be absent would be listed here.

iv. In Attendance

This is a special term used to indicate the status of the people who attended the meeting but are not members of the panel/committee, e.g. secretariat staff or observers, where applicable.

FORMAT FOR MINUTES OF MEETINGS CONTD.

❖ Chairman's Opening Remark

This is the Chairman's short opening statement. In many cases, the Chairman uses the opportunity to draw attention of members to the purpose of the meeting.

❖ Adoption of Agenda

This contains the items for discussion at the meeting as amended/approved for deliberation.

❖ Reading and Adoption of Minutes of the Last Meeting

This is a record of the reading of the minutes of the last meeting and necessary corrections and/or amendments (if any) made before the minutes were accepted.

FORMAT FOR MINUTES OF MEETINGS CONTD.

Matters Arising from the Minutes.

Under this heading, post-meeting activities after the last meeting, new developments, follow-up actions are reported by the relevant members. This could be presented in the format below:

Sn	Minute No.	Action Taken

Ideally, the secretary would have discussed this with the chairman and incorporated his or her inputs before the meeting.

FORMAT FOR MINUTES OF MEETINGS CONTD.

❖ New Business/Business of the Day/Deliberations

The discussions of the items on the agenda are presented under this sub-heading. This is reflected in separate paragraphs, that is, each item per paragraph. Each agenda item with its sub-title and number of the resolutions/decisions reached must be captured effectively as well as how the decision was reached (e.g. by consensus or voting).

❖ Any Other Business (AOB)

❖ Any matter not listed on the agenda, which a member considered important and raised, and which was discussed, is reported under this heading.

FORMAT FOR MINUTES OF MEETINGS CONTD.

❖ Action Plan

The post-meeting activities that should be carried out by the Secretary or other designated members before the next meeting are reported under this sub-heading. It is best presented in a tabular form stating the action to be taken and a column to indicate the person assigned to facilitate the task at the right side of the table, titled “Action By”. This is exemplified below:

S/N	ACTION	ACTION BY

FORMAT FOR MINUTES OF MEETINGS CONTD.

- ❖ Adjournment

The names of the members that moved the adjournment, a new date, time and venue for the next meeting, are recorded under this heading.

- ❖ Closing Prayer (Optional)

- ❖ Signatures of Chairman and Secretary

This gives authenticity to the contents of the minutes

OTHER NOTES ON MINUTES

Others tips on effective writing of minutes encompass:

- i. Numbering of sections and paragraphs of the minutes should be done
- ii. Ensuring proper formatting of documents
- iii. Guaranteeing accuracy of record of what took place
- iv. Ensuring minutes are concise, comprehensive and easy to follow
- v. Keeping minutes devoid of personal observations and judgmental comments
- vi. Minutes should be written in past tense as they are reports of what took place in a meeting. All effort should be made not to mix up the tenses in writing the minutes.

THANK YOU