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MINUTING AND MINUTES WRITING



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MINUTING AND MINUTES WRITING

What is Minuting ?

Minuting is considered as one of the most effective methods of official written communication used in the day-to-day administration of government businesses.

- It is documented evidence that makes officials bound and responsible for their actions or inactions. A tool for administrative communication
- These communications are often done in writing through letters, memorandums, reports, etc.
- These letters circulate among the officials from top to bottom or from bottom to top to keep the officials abreast of all matters that are either intra or inter. In
- the course of official communications as bureaucracy entails, stages must

ESSENSE OF MINUTING

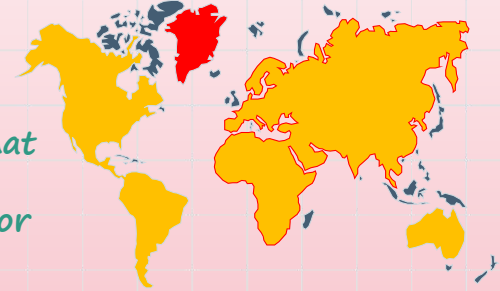


01

The administrative communications or minuting involves a great deal of jargons used in the day-to-day administration of government businesses

02

It is documented evidence that makes officials bound and responsible for their actions or inactions.



03

Decisions are often reached through the minutes and directives for implementation are given.

04

as it has become a necessary art and science in bureaucracy and official communication across all cadres, disciplines and professions all over the globe. It is recommended that all officers should acquaint themselves with the basic rules of minuting,



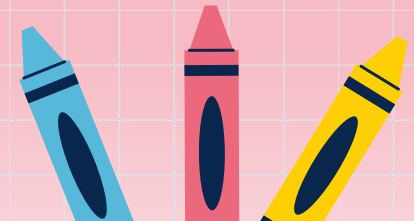
Minutes are views, opinions, advice, information or directives expressed in writing during the course of day-to-day work in the office (Adebayo, 2000)

Minutes are usually enclosed in paper jackets, known as files. The files are bearing different names, reference numbers and meant for different subject matters.

Minutes may also be defined as communication in writing, usually in files, between two or more officials.

Minutes are normally used to consider and settle matter or to direct what action may be taken in a given

circumstance (ASCON, 2015 & Civil Service



1. Minutes in files are usually short hand written directives or explanations from a superior officer to the coordinate (subordinate) officer or from the coordinate office to the superior officer respectively.

2. Minutes could be written when a superior officer asks for information or explanation on a particular matter. The recipient is then under obligation to supply the requested information or offer the explanation sought for by the superior officer in writing.

3. A subordinate may also initiate minutes suggesting or recommending a course of action to the superior officer. Minutes could also be initiated when a letter or a correspondence is received in the office from another organization seeking permission or approval on a particular matter.

Minuting that exceeds half a page may be type, unless in a very urgent situation (ASCON, 2015). ✨

While on the other hand, Adebayo (2000) opines that "minutes are no longer than a page or two".

He further suggests that minutes that are four to five pages should then be made a

CHARACTERISTICS /FEATURES OF GOOD MINUTING



1. Setting the margin

Draw a margin of 1, 1.5 or 2 inches from the left hand side of the minuting sheet. This provides a good outlook of the document and allows your superior officer to make marginal note or comments when necessary.

2. Minuting on typed written document

While it may not be tidy to minute on either the front or back page of a correspondence or memorandum received, this however, has become the norm. Minuting should be done to safeguard legibility of the document and ease of retrieval when the need for further usage arises. ✨

3. Addressing the recipient

The recipient is addressed at the top left side of the minuting sheet. The recipient is often addressed by the position he/she holds in the organization. Standard abbreviations are acceptable in addressing an officer when minuting. Common examples in the Polytechnic include: Reg. (Registrar), Bur. (Bursar) Dir. (Director), D.D. (Deputy Director), DR (Deputy

4. No salutation is required in minuting, unlike in a formal letter. However, title of the recipient may have a comma (,) appended or underlined e.g. Dir, or Dir. It is a common practice that you begin minuting with the word Please (Pls) or kindly, and then other things follow.

5. Page & Letter numbering

- Every sheet of paper in the main file must be serially numbered for consistency and security of the documents. The numbering is prepared in red ink, at the top and centre of the sheet.
- Attached appendixes to a letter are often filed at the back cover (a.b.c), and recent administrative practice has shown that document a.b.c should bear the same number corresponding to the main document as a synchronizing mechanism.
- There should be a letter numbering when minuting to every addressee, the letter numbering comes at the top of the addressee's title/position. It is preferable to begin letter numbering with "A" (upper case) in red ink and it is often circled. It does not matter the rank.

Directions of Communication

There are some directions that communication/minuting flow among officials in an organization:

1. The Vertical – Top/Bottom and Bottom/Top

- i. can increase efficiency by synchronizing organizational procedures and ensure that everybody is working towards the same overall aims and objectives.
- ii. Increases motivation and make employees feel valued and respected whilst enabling managers to understand how employees are feeling.

2. Horizontal



Common Office Abbreviations

There are common office abbreviations recognized in administration, some of them are presented in Table 1

. Table 1: Common Office Abbreviations Recognized in Administration

S/N	ABBREVIATION	MEANING
1	A.B.C.	At back cover
2	A/C	Account
3	A.F.C	At front cover
4	A.G	Acting
5	A.Y.C.	At your convenience
6	B.C.	Back cover
7	B.O.F	Brought forward
8	B.U.	Back up file
9	B.U.F.	Bring up file



Common Office Abbreviations

<i>S/N</i>	<i>ABBREVIATION</i>	<i>MEANING</i>
10	CC	Carbon copy (old use), now, copy/copies:
11	CAP	Chapter (usually of the law)
12	C/O	Care of
13	CONT.	Continued
14	F.F.A	For further action
15	F.I.O.	For information only
16	F.N.A.	For necessary action
17	F.Y.C.	For your consideration
18	H/W	Herewith



Common Office Abbreviations

S/N	ABBREVIATION	MEANING
19	I.A.W	In accordance with
20	I/C	In charge of
21	I.D.C	In due course
22	I.F.O	In favour of
23	I.R.O	In respect of
24	I.V.O	In view of
25	K.I.V.	Keep in view
26	N.A.T	Necessary action taken
27	N.F.A	No further action



Common Office Abbreviations

S/N	ABBREVIATION	MEANING
28	P.A	Put away or Personal Assistant
29	PARA	Paragraph
30	PP	Pages
31	P.U	Put up (papers or suggestion to an officer)
32	REF.	Reference
33	R.S.V.P.	Reply if you are pleased
34	S.F.C	Submitted for consideration
35	S.F.S	Submitted for signature
36	U.F.S.	Under flying seal (to pass under a higher authority)



Common Office Abbreviations

S/N	ABBREVIATION	MEANING
37	BTL	Below-the-line
38	D	Director
39	D.A.V.	Department Adjustment Voucher
40	D/D	Dated
41	F.Y.C.	For your convenience (consideration)
42	F&R	Fill and Returned
43	F.R.	Financial regulation
44	F.U.A.	For usual action
45	H.Y	Herewith



Common Office Abbreviations

<i>S/N</i>	<i>ABBREVIATION</i>	<i>MEANING</i>
46	I.O.	Immerge of
47	I.D.C.	In due course
48	I.R.O.	In respect of
49	I.F.O	In favour of
50	S.F.C	Submitted for consideration
51	S.F.I	Submitted for information
52	S.F.S.	Submitted for signature
53	S.G.F	Secretary to the Government of the Federation
54	S.I.V.	Store issue voucher



Common Office Abbreviations

S/N	ABBREVIATION	MEANING
55	S.R.V	Store receipt voucher
56	S.F.C	Submitted for consideration
57	S.F.I	Submitted for information
58	S.F.S.	Submitted for signature
59	T.Y	Thank you
60	U.F.S	Under flying seal (to pass through a higher authority)



Minutes Writing

Meaning of Minutes

Meeting minutes are the written record of a meeting or hearing. Minutes are usually structured and formal so that they can be shared after the meeting and serve as historical documents in the future.

Essence of Minutes

- For those who could not attend the meeting, minutes bring them up to speed. Minutes also offer accountability to action items that were discussed during the meeting.
- More importantly, if an organization enters into any sort of legal situation, minutes serve as an official record proving due diligence, ethics, and bylaw compliance.



Minutes Writing

Responsibilities for Minutes Writing

- Draft Minutes
 - Secretary
- Validation
 - Other Members
- Final Copy
 - Chairman



Minutes Writing

How to write meeting minutes

The style and content of meeting minutes will vary depending on the organization and how it's structured. Regardless, you should always include the basics, like date, time, and participants.

Eight (8) Basic Elements of Meeting Minutes:

1. Date
2. Time
3. Location
4. Participants
5. Topics Discussed
6. Motions
7. Voting Outcomes
8. Next Meeting Date



Minutes Writing

What else should meeting minutes include?

Most organizations will add at least one or two other elements in their meeting notes. Beyond the essentials, your meeting notes can include and be structured in whatever way best fits your organization's needs such as:

- Supplementary documents
- Action items
- Purpose of meeting
- Items to be discussed next time
- Project status updates and voting results
- Next steps, like research and follow-ups
- A section to define attendees who are guests, non voters, or speakers
- Corrections or amendments to previous meeting minutes



Minutes Writing

Four (4) tips for writing meeting minutes:

- i. Once the meeting has adjourned, use your notes to write and edit your minutes, and then share them. It helps to write out your meeting minutes as soon as the meeting concludes so you don't miss anything.
- ii. **Be consistent.** It helps to use a template every time you take meeting minutes. That way, they're all laid out the same way.
- iii. **Record it:** Consider that you might have trouble keeping up with note-taking and record the meeting. You can do this with any **smartphone, audio recording device, or camera**. Later, you can use an artificial intelligence transcription service or just listen back to the recording as a refresher when needed. **Before recording, though, be sure to let your attendees know they are being recorded.**
- iv. **Summarize:** Document as much information as possible, but don't write everything verbatim. It's not necessary to record everything that was said during the meeting notes. **Simplify and clarify what happened during the meeting.**

Minutes Writing

Standard Templates for meeting minutes

- **Call to order**

Facilitated by the chair of the board.

[Chair of the board's name] called to order the regular meeting of [your organization] at [time of meeting] on [date of meeting] in [location of meeting].

- **Attendance**

Facilitated by the secretary.

- The following persons were present:

- [Name]

- [Name]

- [The following persons were absent:

- [Name]

- [Name]

- **Approval of minutes**

- [Secretary's name] read the minutes from the last meeting. The minutes were approved.

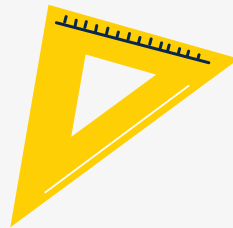
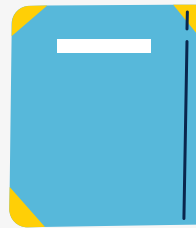


Minutes Writing

- **Open issues**
- [Issue #1]
- [Issue #2]
- [Issue #3]
- **New business**
- [New business item #1]
- [New business item #2]
- [New business item #3]
- **Adjournment**
- [Meeting facilitator's name] adjourned the meeting at [time meeting ended].
- **Submission and approval of minutes**
- Minutes submitted by: [Secretary's name]
- Minutes approved by: [Board chair or meeting facilitator's name]



APPROVED UNIVERSITY TEMPLATE



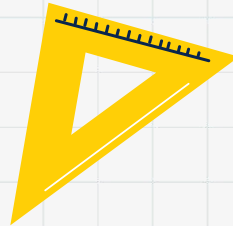
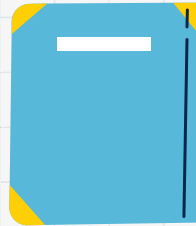
Alternative resources



Here's an assortment of alternative resources whose style fits that of this template:

Vectors

- Labels collection for back to school season



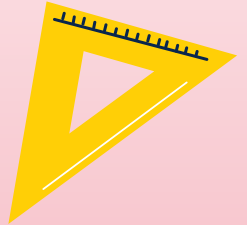
UTILIZING TECHNOLOGY FOR EFFICIENT MEETING COORDINATION AND COMMUNICATION

What is Technology?

- *Technology is body of knowledge.*
 - *Techniques,*
 - *Skills,*
 - *Methods*
 - *Processes*

used to produce or achieve specific objectives

There are numerous examples of technology, including smartphones, computers, social media platforms, and medical devices.





- ## Why is Technology Important in Meetings?

Meetings have a purpose, a reason, a desire to have an outcome, a successful outcome and it is the job of technology to enable successful outcomes to be achieved with the most amount of ease and reduced stress on the participants, in the shortest time possible.

During a meeting, you need to facilitate effective communication, collaboration, and problem-solving among the participants. Technology can help you do this by enabling you to use various modes and methods of interaction, such as video conferencing, screen sharing, chat, and whiteboard.



Effective Use of Technology

Bear the following in mind:

- 1.Keep Technology in Perspective.
- 2.Guard Against Information Overload.
- 3.Use Your Tools Wisely and Efficiently.

For effective and efficient use consider:

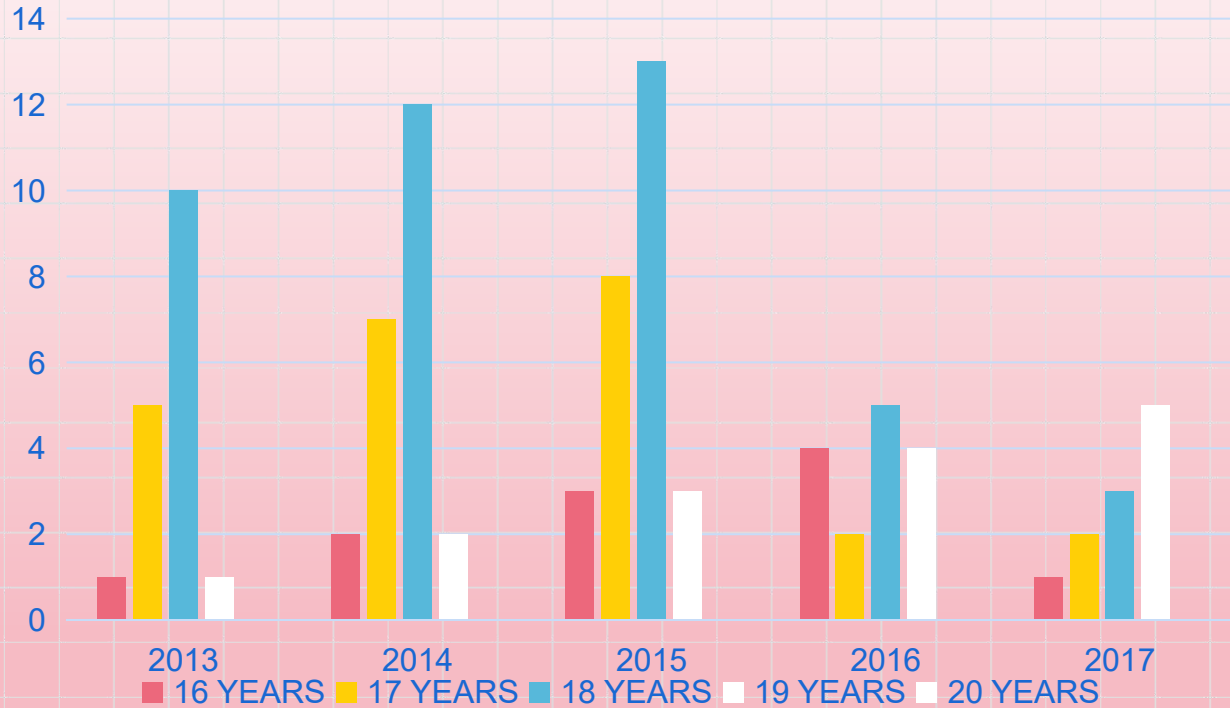
- 1.Set Clear Goals. Specify your technological objectives. ...
- 3.Stay Organized. Maintain good organization of your digital files and information. ...
- 4.Utilize technology. ...
- 4.Time Management: Use technology to aid your time management. ...
- 5.Automating repetitious tasks.

Statistics of Student Enrolment

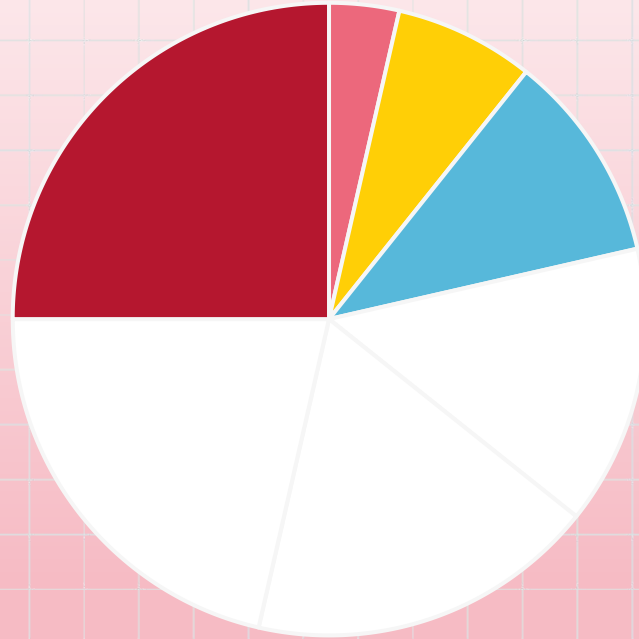
S/N	16 YEARS	17 YEARS	18 YEARS	19 YEARS	20 YEARS
2013	1	5	10	15	14
2014	2	7	12	13	14
2015	3	8	13	18	21
2016	4	2	15	22	14
2017	5	3	21	28	15
2018	6	5	28	28	12
2019	7	7	27	29	10



Student enrolment



Student enrolment



■ 2013 ■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019

Thank you