Minutes Template

Environmental Committee Meetings

*The following is a suggested template to help you organize and take notes in your meetings. We encourage you to provide details on the following points and to adapt the content as needed.*

*The sections in square brackets [ ] and in grey font are for you to personalize; you can delete them once you have added your content.*

Environmental committee

Minutes for meeting 1

|  |  |
| --- | --- |
| Date: | [Insert date of meeting] |
| Time: | [Insert start and end time of meeting] |
| Location: | [Insert the address or room number where the meeting is being held] |
| Present: | [List the people present at the meeting] |
| Absent: | [If applicable, list the people absent from the meeting] |

# Agenda

1. Reading and approval of the agenda

*Read the agenda and amend it if necessary.*

1. Meet and greet

*Make time to go around the table and have everyone introduce themselves, especially if you have new members. You can also start with an icebreaker or a fun question (e.g., what is your favourite dessert? What was your highlight of the week?).*

1. Follow-up on ongoing projects and tasks

*Remind people of the goals for the meeting and the latest progress, especially if some attendees were absent from previous meetings.*

*To keep track of tasks, refer to the task tracking table from the previous meeting. Before the meeting, copy and paste the task tracking table from the previous meeting into the table below and update the task status.*

*Each project can be a separate item in the minutes (see below).*

1. [Insert the agenda item or project name].

*Write a summary of the discussion and any decisions made.*

*You can copy and paste this item as many times as you wish.*

1. Date of next meeting

*Decide the date of the next committee meeting.*

1. Other

*The "Other" (or "Varia") section is for sharing information. Since this is an information item, there is usually no decision to be made.*

# Task tracking

*Complete the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assigned to** | **Deadline** | **Status** |
| [Title of task or action] | [Name(s)] | [Date] | [In progress/completed/postponed] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |