

## **TIP SHEET**

### **What to Put in the Minutes**

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**Members present.**

**The time and date of the meeting, where it was held, and who chaired it.**

**All agenda items (and other items) discussed and all decisions reached. If action was agreed on, record (and underline) the name of person responsible for the assignment.**

**The time at which the meeting ended**

**The date, time, and place of the next committee meeting.**