

## Example minutes

*This document has been produced by the Centre for Administrative Activities, or 'CAA'. The CAA supports participation within the Fontys University of Applied Sciences and is involved in: Central Participation Council, or 'CPC', Service Department Participation Councils, or 'SDPC's), Institute Participation Councils, or 'IPC's', (Joint) Degree Programme Committees, or '(J)DPC's' and Fontys LINK!. The CAA can be contacted via the advisor associated with your council and/or committee, or by e-mail, via cba@fontys.nl.*

This document is written to help the minute-maker to structure the minutes of an IPC, SDPC or (J)DPC meeting. All sections highlighted in yellow should be amended. This document contains a format for minutes and tips for readable and to-the-point minutes.

This document is written from the view point of an IPC meeting (there is a student faction and a personnel faction).

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**Minutes meeting** [IPC/(J)DPC/SDPC] [Name institute/degree programme/service department]  
[Date]

Present: names  
Absent with notification: names  
Absent without notification: names

Report to whom absent members have given their authorization.

### 1 Opening

Confirmation of agenda. The following agenda points have been added to the agenda:

-  
-

### 2 Notifications

- Personnel faction

Describe the notifications from the PF

- Student faction

Describe the notifications from the SF

- Directorate / Management

Describe the notifications from the directorate / management

### 3 Minutes and action-points previous meeting

Describe which topics need to be rewritten in the minutes of the previous meeting.

Describe the current status of the action-points.

Completed action points can be removed from the action point list in the minutes of current meeting.

### 4 Items received and dispatched

Did the council reach an agreement on the received items: what happened or is going to happen with those items?

### 5 Agenda point (content)

Brief description of the content.

What kind of agreement did the council reach on this agenda point?

### 6 Agenda point (content)

Brief description of the content.

What kind of agreement did the council reach on this agenda point?

## 7 Agenda point (content)

Brief description of the content.

What kind of agreement did the council reach on this agenda point?

## 8 Further business / questions

Report the asked questions and answers.

## 9 Conclusion

The chairperson closed the meeting at [time].

### List of decisions

	Meeting	Decision
1	Date	
2		

### List of action points

Action points IPC/(J)DPC/SDPC meeting date xx-xx-xxxx				
	Meeting	Action	Who	Deadline
1	date			
2				

### Following meetings

xx-xx-xxxx on [time]

xx-xx-xxxx on [time]

xx-xx-xxxx on [time]

### Tips:

- Don't take more minutes than necessary. Ask the chairperson to sum up what has been said, which decisions have been made and what has been agreed during the closure of every agenda point. In case discussions are important it might be good to minute them in more detail, for example in case of absentees or the announcement that decision making will follow in the next meeting.
- Take more notes than you actually include in the minutes.
- Work on the minutes as soon as possible after a meeting, to make sure you can memorise the meeting and you are not only dependant on your notes.
- If you are not familiar with the content of an agenda point, you might want to ask the chairperson to inform you before the meeting to make sure you are able to distinguish main issues from minor details.
- Take a seat next to the chairperson during the meeting.
- Make sure you set up the minutes in a way absentees are able to understand what has been discussed.
- Minute as neutral as possible. Do not correct wrong statements which have been made during the meeting, do not add new information and do not state value judgements.
- The minutes are to be discussed and approved in the next meeting.