Meeting Minutes: Sample Format

The following is a format to create meeting minutes. Someone other than the chairperson should handle this responsibility. The agenda informing the minutes below is on page two.

Meeting Minutes Protection Working Group (PWG)

Working Group: PWG
Date and time of meeting: Monday, March 10, 2014, 13h30-15h00
Location of meeting: UNHCR Conference Room, Amman, Jordan

Members present: (list all members that attended meeting)
Members absent: (list members that did not attend the meeting)
Guests: (list any guests that attended such as speakers, or any potential new members)
Chairperson: PWG Coordinator

Reading and Approval of Minutes: (specify date of minutes approved at previous meeting)

Agenda Item #1: Report from GBV Workshop including next steps
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #2: Present updated registration platform
Discussion:
Action:

Agenda Item #3: Present protection needs assessment concept paper
Discussion:
Action:

Agenda Item #4: Present and agree child protection referral pathways
Discussion:
Action:

Agenda Item #5: Confirm participants for high-level delegation briefing
Discussion:
Action:

Agenda Item #6: AOB #1
Discussion:
Action:

Agenda Item #7: AOB #2
Discussion:
Action:

Announcements: (list any announcements made)
Future agenda items: (list any agenda items suggested for the next meeting)
Next meeting: (list date/time/location of the next meeting)
Minutes prepared by: (circulate draft minutes within one week)