

STARTING WITH WOMEN TOOL SEVEN

FORMAT FOR GROUP MEETING MINUTES

August 2019





Format for Group Meeting Minutes

Introduction

Groups should be taught to take their own minutes in group notebooks, where possible. However, facilitators should also be taking minutes in their own notebooks to ensure an accurate record is kept. After the meeting, facilitators should fill out the Emerging Issues table to keep their supervisors apprised of any issues and for ease of follow up.

Record the following information:

Group Name

Meeting Location

Meeting Date

Meeting Facilitator

Agenda of the Meeting

Minutes

Notes on the minutes: Meetings should be conducted in the order of the agenda items, and notes should be recorded on each agenda item. Minutes should not mention names of meeting participants but should focus on what happened in the meeting (for instance, questions asked, topics covered in the training, what members agreed or disagreed on, etc.). Minutes should be short and succinct.

Emerging Issues (should be written after the meeting)

Challenge	Action	Date for Action	Person Responsible	External Help Required and by Who

Template for Journals

Introduction: As part of a robust Monitoring and Evaluation plan, group participants may be asked to keep journals where feasible. Journals may be kept by participants, but will more likely be notes on short interviews the facilitator will hold with selected participants. These should be kept in a separate notebook just for journals.

Record the Following Information:

Group Name

Number of participants (code each participant so no name is written on journal)

Follow-up location and date (if there is a consultation visit with the facilitator)

Journal entry (this should include relevant matters and form a narration of events. Should include issue and the following:

What options were considered?

What options were followed and what was the result?)