

How to Minute SSLCs

1

BE CONSISTENT

It helps to use a template every time you take meeting minutes. That way, they're all laid out the same way, and you won't have to waste time adding headings and bullet points. This is useful later when other people need to reference them.

2

RECORD DECISIONS & ACTIONS

As the meeting progresses, it will be critical to annotate decisions and key points made as soon as they occur to be sure they are recorded accurately. Include the names of the owners of the action items and other key people involved.

3

DON'T TRY TO CAPTURE IT ALL

You can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.

4

ASK FOR CLARIFICATION IF NECESSARY

Don't be afraid to speak up if you need clarification on something that was said in the meeting. It's your job to make these meeting minutes as accurate as possible.

For example, if the group moves on without deciding or an obvious conclusion, ask for clarification of the decision and/or next steps involved.

5

AFTER THE MEETING

Once the meeting is over, it's time to pull together your notes and write the minutes. Try to write the minutes as soon after the meeting as possible while everything is fresh in your mind. Remember to write objectively and in the same tense throughout.

TOP UNIVERSITY OF BATH MAILING LISTS TOOL

TIP

Staff can make use of the [University's mailing lists tool, Sympa](#). You can use this tool to manage your mailing lists and create your own lists if you email the same group of people regularly.

We recommend that you use this to communicate with the members of your SSLC meeting. For example, creating a list for the department of Chemical Engineering's Undergraduate SSLC may look like ce-ugsslc@lists.bath.ac.uk. Please add su-sslc@bath.ac.uk to these lists so we can be included in all SSLC communications.
