

HOW TO WRITE UP YOUR MINUTES

The following examples may tickle your funny bone, but they also serve as examples of the kind of language appropriate for your minutes:

IF THIS HAPPENS

Half the members showed up and talked for a while.

Everybody talked a lot.

Nobody understood it.

Nothing was accomplished.

Nobody budged an inch.

Somebody guessed.

A couple of others think so too.

Nobody understood the question.

Delayed indefinitely

We absolved ourselves of all future responsibility.

Let somebody else do it next time.

This is what I think.

WRITE THIS

The committee met and evaluated the situation.

We explored all possible solutions to the problem.

A great deal of work will be necessary before the proposal can be acted upon.

The results were inconclusive.

While no agreement was reached, we feel that definite progress was made towards resolving differences.

An estimate has been made that.....

Therefore, the consensus is.....

As yet, it has not been possible to provide definite answers.

Further investigation is recommended.

This concludes the committee(s) appraisal of the situation.

It is hoped that this report will stimulate increased interest in the problem.

It is suggested that a wise and feasible course would be...