



Using the IEMG meeting minute template

1. Include all names of participants and their jurisdiction/affiliation
2. List invited guests under a separate list from regular members
3. Include high levels of discussion and specify decisions, deferrals, and action items
4. Action items to include specific deliverable and person/jurisdiction responsible to complete
5. All tabled documents are to be listed and specified as “(attached)” in the minutes
6. Where applicable, e.g. votes, note the name/jurisdiction of the motion, name/jurisdiction of the seconder, and the outcome of the vote by outcome only (e.g. carried vs. not carried. No need to specify who voted for and against)
7. Recording secretary to sign and date
8. Minutes to be typed and sent to co-chairs within 21 calendar days of meetings
9. Co-Chairs to review and revise as necessary and return to recording secretary within 14 calendar days.
10. Recording secretary to update and send to general membership within 14 calendar days.
11. Co-Chairs to specify which guests are to receive copies of minutes.