



- A GUIDE TO -

WRITING

- JCL -

MEETING MINUTES

# WHAT ARE MINUTES



RECORD  
OF  
MEETING

Minutes are records of what was done and talked about at a meeting. They are a more structured and refined version of short hand notes. Usually, the secretary takes on this job.

Minutes include:

- Basic information (date, place, time, etc.)
- Attendees
- Agenda items + description
- Time of adjournment



# What do minutes look like?



Minutes come in different formats. It can be a table format, or in outline format with indentations and Roman numbers. As long as you have the information, it's really up to you what you want your minutes to look like. Feel free to add your own flair to it and have fun!



**STYLE IT  
HOWEVER  
YOU WANT!**

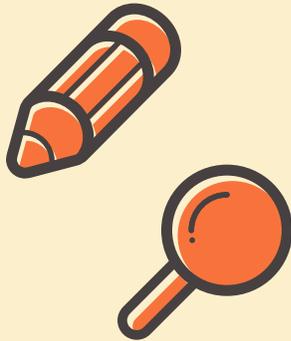


# writing

## PROCESS

### The Basics

Write down the location, date, time, and attendees



### Description

Write a thorough record of everything discussed on that agenda item. Make sure to write any decisions made



STEP  
01



STEP  
02



STEP  
03



STEP  
04



### Agenda Items

Write down the topic being discussed



### Action Items

List the action that needs to be done, owner (optional), deadline, and status

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## HIGHLIGHTS:

- Bus to nats leaves 9:00am 7/24 @ Walton, D Lot
  - Bring meal money and spending money (~\$50)
  - Attend nom com and spirt and service session (for spirit points)
  - GET PUMPED FOR NAT CON!!
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## Pre-Nationals Meeting Minutes

Location: Google Hangout

Date: 7/19/16

Time: 10:07pm

Attendees: Nic Franco, Charlotte Densmore, Jasmin Gao, Kevin Fann, Lucas Kuan, Hannah Marier, Bryan Wu, Bryce Mathis, Eric Wang

Agenda Items	Details
<b>Bus Information to Nationals</b>	<ol style="list-style-type: none"><li>1. Leaving at 9:00 sharp on July, 24th from Walton High School</li><li>2. \$200 covers transportation fee, hotel, sprit fee, and ticket to Parthenon</li><li>3. Eat 2 meals on way to Nats and 2 meals back from nats → bring meal money (not covered by \$200)</li><li>4. Bring spending money: Parthenon may have a gift shop</li></ol>
<b>Spirit Days</b>	<ol style="list-style-type: none"><li>1. TUESDAY: INDY 300<ol style="list-style-type: none"><li>a. State t-shirt</li><li>b. Purple and gold bandanas</li><li>c. Mini racing flags</li><li>d. Mountain Dew bottles</li><li>e. Jean shorts</li><li>f. Baseball hats</li></ol></li><li>2. WEDNESDAY: CERE'S ALWAYS BLOOMING-A-TON IN INDIANA<ol style="list-style-type: none"><li>a. Tissue paper flowers</li><li>b. Flower/laurel crown</li><li>c. Cereal boxes</li><li>d. Plain green shirt</li></ol></li><li>3. THURSDAY: THE PURPLE PACTOLUS AND THE GOLDEN TOUCH<ol style="list-style-type: none"><li>a. State purple shirt</li><li>b. Reuse purple and gold bandanas</li><li>c. Little golden foam fingers</li></ol></li><li>4. FRIDAY: E-I-E-IU<ol style="list-style-type: none"><li>a. Red togas</li><li>b. Animal hats</li><li>c. E-I-E-IU cut out animal letters</li></ol></li></ol>

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**ADJOURNMENT:** 10:54pm

# 7/19/16 GJCL Pre-Nationals Meeting Minutes

Location: Google Hangout

Date: 7/19/16

Time: 10:07pm

Attendees: Nic Franco, Charlotte Densmore, Jasmin Gao, Kevin Fann, Lucas Kuan, Hannah Marier, Bryan Wu, Bryce Mathis, Eric Wang

## Agenda items

### 1. (10:07pm) Voting Delegates

- a. Bryan Wu
- b. Hannah Marier
- c. Encourage other members to go too

### 2. (10:08pm) Bus info

- a. \$200 covers transportation, hotel, spirit fee, ticket to parthenon
- b. Parthenon might have gift shop, bring money for that
- c. Eating two meals on way to convention and 2 back
  - i. Bring no more than \$35
  - ii. Nic will bring snacks, can share :)
- d. Leaving 24th at 9:00am

### 3. (10:21pm) Spirit Days

- a. Tuesday: Indie 300
  - i. State t-shirts
  - ii. Jean shorts/jeans
  - iii. Baseball hats
  - iv. Bandanas purple and gold
  - v. Mountain dew bottles
  - vi. Maraca Shakers

ADJOURNMENT- 10:54pm

## Action items

Make props for nat con

*\*things marked with red star  
need to be made*

## Deadline

7/7/16, 8am-3pm  
@Woodstock

## Status

Completed

Officers bio for website

7/21/16

In Progress

Set up officer emails

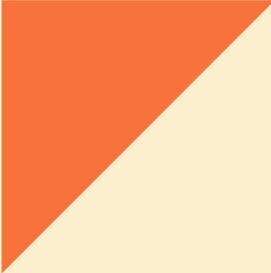
ASAP

In Progress

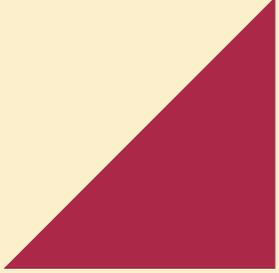
Set up Remind 101 for nats

Before Nat Con

In Progress



# ADVICE FROM A SECRETARY



Minutes may seem like a very tedious process, but honestly, it helps so much in keeping your JCL organized and on top of things. When writing notes for a meeting, you want to be as detailed as possible without making it too wordy and difficult to read. A helpful thing to do is to take shorthand minutes during the meeting, and then after the meeting, go back and write the minutes so that everybody can understand. Meetings move pretty quickly, so shorthand notes usually help to get everything down. And lastly, as secretary you wield the power to style your minutes however you want, so feel free to add your own funny/cute comments or side remarks and make the minutes fun to read for everyone! If you have any questions, feel free to email me at [secretary@gjcl.org](mailto:secretary@gjcl.org). Happy minutes recording!

Your Secretary,  
Jasmin Gao