

Recording Guidelines for the Web Advisory Group

Responsibility for taking minutes is assigned alphabetically according to the group's roster, located on the web. If the designate is unable to attend, the following meeting's recording assignment will revert to the person who was unable to take his/her regular turn. The Chair will coordinate/confirm the assignment.

The published agenda (with any stated additions) will serve as the outline for the minutes. Additionally, the names of attendees and a separate list of guests (if applicable) will be added, with the Chair and recorder identified.

The text of the minutes should be concise and serve as a record of the discussion, including only the essential facts or the gist of the conversation of the group as a whole.

Action items should be clearly described, including the name(s) of those who will be responsible for follow up. These items should be set apart from the text preceded by the heading "Action Item."

Draft minutes should be prepared for review as soon after the meeting as possible. The minutes of each individual agenda item should be sent to the respective persons leading the agenda and the guest(s) in attendance for first review. The Chair should then review the revised draft. The next revision is to be sent to the WAG reflector with cc: to guest(s) in attendance. Approval of the minutes will be at the following meeting and the final version will be posted to the Staff website.