Recording Guidelines for the Web Implementation Group

Responsibility for taking minutes will be shared by all members and designated on a per diem basis. The Chair will coordinate 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 and post to the Web.