

POST-MEETING TASKS CHECK-LIST

TASK	TICK
➤ Check the minute numbering continues on from the final minute of the previous meeting. Ensure your numbering is accurate to the end.	
➤ Check correct date, place and so on (if copy/pasting heading from previous minutes).	
➤ Type up your final minutes and get them checked by another pair of eyes.	
➤ Print out hard copy for minute-book - ideally on acid-free paper.	
➤ Print out attachments mentioned in the minutes and note on each attached document the minute numbers to which they refer.	
➤ Forward separated minutes to appropriate Friends/other bodies.	
➤ Carry out actions stated in the minutes by the clerks.	
➤ Circulate the minutes to all who need to see them.	
➤ Update the index to the minutes.	
➤ What might you have forgotten?...	