## Sample Meeting Minutes Template

Meeting minutes provide a record of what occurred during the meeting, including a summary of what was discussed, results of any votes, and any action items the group is expected to complete. All minutes should follow these instructions:

* Meeting minutes must be posted to the AGIC website within **3-days after the meeting concludes.**
* (Optional) A video or audio recording of the meeting may be posted. This option allows less detail of the meeting to be written in the final PDF; however, the following rules continue to apply:
  + A PDF with written minutes must still be posted with a publicly-accessible link to the video or audio recording of the minutes.
  + The PDF must, at a minimum, contain the minute within the recording for any topics of discussion listed in the agenda as well as any actions or decisions that were voted on during the meeting, including who motioned, who seconded, any discussion, and the outcome of the vote.
  + For accessibility reasons, transcripts must be posted alongside video recordings.
* Final meeting minutes should be converted to a PDF file before being uploaded to the AGIC website.
* Final meeting minutes should be made accessible to those with vision difficulties. This includes:
  + All fonts should be Arial
  + Font sizes should be no smaller than 10 points
  + Additional instructions are available from the [Microsoft Office website](https://support.microsoft.com/en-gb/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-us&rs=en-gb&ad=gb).

The sample meeting minutes on the next pages provides an overview of the general elements of the document. Feel free to copy this document, with comments, and update the document according to the comments.

**MINUTES OF PUBLIC MEETING OF THE**

**ARIZONA GEOGRAPHIC INFORMATION COUNCIL**

**ADMINISTRATIVE AND LEGAL COMMITTEE**

**DRAFT**

A public meeting of the Arizona Geographic Information Council Administrative and Legal Committee was convened on January 8, 2024 at 1:00 pm on Google Meets. Present at the meeting were the following members or designees of the group:

**Committee Voting Members**

| **Member** | **Agency/Company** | **In-Attendance** |
| --- | --- | --- |
| Member Name | Member agency or company | Yes, Virtual |

**Public Members At-Large**

| **Member** | **Agency/Company** |
| --- | --- |
| Member Name | Member agency or company |

Click the following links to view a **Video Recording** and **Transcript** of the meeting.

1. **Call to order**: Meeting was called to order at 1:03 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
2. **Approval of Meeting Minutes (Minute 1:30)**: Motion to approve minutes was made by [member name] and seconded by [member name]. Motion [passed without changes or passed with changes]
3. **Title of next item discussed (Minute 5:03)**:

* Add a line for each agenda item
* If a video recording of the meeting is available, write down in the minutes:
  + A short summary of what was discussed
  + Any action items and who they are assigned to
  + If a vote was made, who motioned/seconded and what was the outcome of the vote
* If no video recording is available, include the same information as above but in more details about what was discussed. It doesn’t need to be word-for-word retelling but enough detail to understand what people said and why the group came to the decisions they did.

1. **Comments or Items for Future Agendas (Minute 45:00)**:
2. **Call to the Public (Minute 50:00)**

VI. **Adjourn (Minute 58:00)**