# Checklist for Minutes

|  |  |
| --- | --- |
|  | Is the committee name correct? |
|  | Is the chair and the vice-chair name correct? |
|  | Is the date correct? With the correct superscript? |
|  | Is your attendance in alphabetical order? |
|  | Do you have titles under the appropriate people (ex: Secretary under the name of the secretary)? **See example in picture 1** |
|  | Is your attendance table free of gaps between the names? |
|  | Does everyone have a vote or a tick in the vote column? |
|  | Are your totals correct at the bottom? (Note: Absent should include excused and unexcused.) **See example in picture 2** |
|  | Do you also have an attendance count for the exec side? |
|  | Have you included everyone in “also in attendance” and are the names not bolded? |
|  | Does your business have the correct three tabs – report, discussion, voting |
|  | Do you have a name next to every point that was made and is it spelled correct? |
|  | Is everything bolded correctly? Only bolding the section titles etc. |
|  | Is the font Times New Roman and 12 points? |
|  | Is your document titled MM.DD.YY ‘committee name’ minutes? |
|  | Are your minutes free of spelling errors? |

**Picture 1**

****

**Picture 2 – notice you include Senate AND exec totals**

****