

Meeting Minutes Accuracy Checklist

Checklist Item	Completed	Comments
Date and time of meeting are recorded		
List of attendees and absentees included		
Meeting objectives stated		
Agenda items covered are documented		
Summary of discussions captured accurately		
Decisions made are clearly recorded		
Action items assigned (with due dates and responsible persons)		
Next meeting date and time specified		
Minutes reviewed for accuracy		
Minutes approved and distributed		