DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

<OPDIV Logo>

PRACTICES GUIDE
MEETING MINUTES

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Document Purpose

This Practices Guide is a brief document that provides an overview describing the best practices, activities, attributes, and related templates, tools, information, and key terminology of industry-leading project management practices and their accompanying project management templates.

Background

The Department of Health and Human Services (HHS) Enterprise Performance Life Cycle (EPLC) is a framework to enhance Information Technology (IT) governance through rigorous application of sound investment and project management principles, and industry best practices. The EPLC provides the context for the governance process and describes interdependencies between its project management, investment management, and capital planning components. The EPLC framework establishes an environment in which HHS IT investments and projects consistently achieve successful outcomes that align with Department and Operating Division goals and objectives.

Meeting minutes provide a record of discussion and decision making. Having a reliable record make it clear which decisions have been reached and what logic was used in arriving at them. Both participants and others can review minutes to answer questions, complete understanding, and determine if a given topic need be reopened.

Practice Overview

The purpose of meeting minutes are to record the decision making process, allowing insight into the logic and debate behind a decision, including alternatives considered and key factors in the decision. Regular maintenance of meeting minutes allows a longitudinal view into the history of decisions for both current and future staff and interested parties.

Best Practices

- **Recorder** – An individual should be assigned to take minutes prior to or at the beginning of each meeting. A secondary, backup recorder should also be assigned in case the usual recorder is unavailable. Both designations should be recorded in the project charter
- **Repository** – A specific location for meeting minutes should be designated. In most cases, a separate area in the general document repository is entirely appropriate. The location should be specified in the project charter.
- **Approval** – A general procedure should be established to approve minutes. In most cases it is appropriate to distribute draft minutes by e-mail to participants and, if no objections are raised within two days, consider them approved. If the group meeting desires closer control, minutes should be approved by an actual vote at each meeting.
- **Posting** – Documents should be posted on a regular schedule. The exact interval will be determined by the approval process but once chosen the schedule should be maintained. This allows those seeking to read minutes to know when to expect minutes to be available. All efforts should be made to post minutes before the meeting following the one they document.

Practice Activities

- Determine primary and secondary recorder
- Determine document repository
- Determine approval process
- Determine posting schedule