

## MINUTES OF MEETING

Meeting minutes are a written record of what happened during a meeting, including the topics discussed, decisions made, and other relevant information. They are usually taken by a designated member of the group. Here are some things to include in meeting minutes:

- **Meeting details:** Date, time, and names of participants
- **Agenda items:** Decisions made about each agenda item, including actions taken or agreed to be taken
- **Previous meeting minutes:** Acceptance or corrections/amendments to previous meeting minutes
- **Next meeting:** Decide on the next meeting date

Here are some tips for writing effective meeting minutes:

- Follow the order of the agenda
- Include a summary sentence or two for each item
- Note the name of the person who presented each item
- Include votes taken in the order they appear in the agenda
- Plan a meeting outline in advance
- Use the agenda to track key points discussed
- Keep track of action items

### Minutes of Meeting

Name of Association: Physical Education  
department

Type of meeting: Coordinating meeting

Date: September 2, 202 Time: 3.30 p.m.

Meeting Facilitator: Mrs. Mary Jane. S (Physical Education director/ Physical Education dept.)

Invitees: Physical Education Trainers and Sports Coordinators

Call to Order: Meeting was called to order at Tennis Club's Conference Hall.

Attendees Present:

Renjith

Alex

Mathew

Absent: None

Meeting Agenda:

1. To discuss the Tennis Club intramurals 2024
2. To designate Chairman and Vice-Chairman for the said event.
3. To deliberate the activities and games to be included in College intramurals.

**I. Approval of Minutes from last Meeting:**

**Motion:** To approve the Friday's College Planning Team meeting together with the College Principal about the College intramurals 2024

**Vote:** Unanimous approval

**Resolved:** The minutes of the August 29 meeting are approved as corrected and entered into the College's records.

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**Motion:** To approve the Friday's College Planning Team meeting together with the College Principal about the College intramurals 2024

**Vote:** Unanimous approval

**Resolved:** The minutes of the August 29 meeting are approved as corrected and entered into the College's records.