**Agenda related terms**

**Agenda** - A document with a list of topics that will be talked about at the meeting. Each topic is called an agenda item. A good agenda will include a short explanation of each item. The Chair (see below) will put the agenda together before the meeting.

**Agenda item -** This refers to talking points or topics that have designated discussion time within the agenda.

**Minutes -** Detailed notes taken during the meeting that outline:

* Who was at the meeting
* What was discussed
* The decisions that were made
* The actions that will be taken as a result. These are usually shared with those who attended after the meeting.

Please note, if you’re taking minutes, you don’t need to record every word said in the meeting. You can summarise conversations as long as you get the main points and record any actions, motions or key decisions.

**Apologies -** Refers to those who couldn’t attend the meeting. This is usually listed at the top of the agenda.

**Portfolio updates -** A portfolio refers to your projects and responsibilities that you hold in your role. A large part of the meeting will usually be dedicated to allowing each person to provide updates on their portfolio.

**Actions -** Actions refer to tasks that are assigned to meeting attendees. These are usually followed up in the following meeting. They can be assigned to people not in attendance of the meeting, but these people will need to be notified.

**Any Other Business (AOB) -** The ‘any other business’ portion of a meeting basically means the floor is open to anyone who wants to raise a topic or issue that is not on the agenda.

**Motion -** A motion is a proposal that is put before a meeting for discussion and a decision. If a motion is passed it becomes a resolution.

**Resolution** -Resolutions are binding and should be recorded in the minutes of the meeting.