

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Solution: Minutes of a Meeting Exercise

Source meeting: <https://www.youtube.com/watch?v=-oXHqIKrBbQ>

Solution One: Formal Minutes

Fair Threads Senior Management Weekly Team Meeting

Date & Time: 1:00 PM, Friday, 1 August 2025

In Attendance:

- Samantha Mason, CEO (Chair)
- Alex, Head of Information
- Rachel, Administration
- John, Head of Finance
- Matthew, Head of Research

Item	Discussion	Action By	Due Date
One.	<p>Staff Working from Home</p> <p>Matthew proposed a formal Work-From-Home policy be adopted to support flexible work, family life, and help recruiting in a competitive job market.</p> <p>John noted this needs policy development, and he has concerns about cost and insurance liability for incidents in the home.</p> <p>Rachel observed many administrative staff can't work remotely, so this could create inequities.</p> <p>Alex supports the idea. Samantha sees advantages, as the office is an often busy, noisy, and crowded place to work.</p> <p>Action: Matthew & John are to research the proposal, including the experience of other firms, costs, and insurance implications. They will jointly present their findings at the next team meeting.</p>	Matthew & John	15 August Team Mtg
Two.	Strategic Plan...		

Solution Two: Minutes in Email Format

Fair Threads Senior Management Weekly Team Meeting

Date & Time: 1:00 PM, Friday, 1 August 2025

In Attendance:

- Samantha Mason, CEO (Chair)
- Alex, Head of Information
- Rachel, Administration
- John, Head of Finance
- Matthew, Head of Research

ITEM ONE: STAFF WORKING FROM HOME (MATTHEW)

Discussion

Matthew proposed a formal Work-From-Home policy be adopted to support flexible work, family life, and help recruiting in a competitive job market.

John noted this needs policy development, and he has concerns about cost and insurance liability for incidents in the home.

Rachel observed many administrative staff can't work remotely, so this could create inequities.

Alex supports the idea. Samantha sees advantages, as the office is an often busy, noisy, and crowded place to work.

Action

Matthew & John are to research the proposal, including the experience of other firms, costs, and insurance implications. They will jointly present their findings at the next team meeting, **15 Aug 2025**.

ITEM TWO: STRATEGIC PLAN...

Solution Three: Record of Decisions

Fair Threads Senior Management Weekly Team Meeting

Date & Time: 1:00 PM, Friday, 1 August 2025

In Attendance:

- Samantha Mason, CEO (Chair)
- Alex, Head of Information
- Rachel, Administration
- John, Head of Finance
- Matthew, Head of Research

Item One: Staff Working from Home

Matthew proposed a formal Work-From-Home policy be adopted to support flexible work, family life, and help recruiting in a competitive job market. As the office is often a crowded, noisy place to work, there was support for this idea, along with concerns about cost, insurance liability, and inequity between staff.

Action: Matthew & John are to research the proposal, including the experience of other firms, costs, and insurance implications. They will jointly present their findings at the next team meeting, 15 Aug 2025.

Item Two: Strategic Plan...

Note: Different workplaces have different formatting requirements for their meeting minutes and records of decisions, and different expectations about the level of detail these should capture. So, the examples above aren't the only possible solution to this exercise. But they do capture the key points of the discussion in a format that will work for most businesses.