



MEETING MINUTES

Starting Out

Creating Your Meeting Minutes

Preparation for Editing and Posting

MPO Meeting Minutes Draft Memorandum for the Record Boston Region Metropolitan Planning Organization Meeting

[Month Day, Year], Meeting

10:00 AM–[H:MM AM/PM], Zoom Video Conferencing Platform

[David Mohler or Steve Woelfel], Chair, representing Monica Tibbits-Nutt, Secretary of Transportation and Chief Executive Officer of the Massachusetts Department of Transportation (MassDOT)

Decisions

The Boston Region Metropolitan Planning Organization (MPO) agreed to the following:

- [Insert text here] Example: Approve the minutes of the meeting of [Month Day, Year]
- [Insert text here] Example: Approve the work program for...

Meeting Agenda

1. Introductions

See attendance on page [#].

2. Chair's Report—*David Mohler, MassDOT*

[Insert text here]

3. Executive Director's Report—*Tegin Teich, Executive Director, Central Transportation Planning Staff*

[Insert text here]

4. Public Comments

[Insert text here]

5. Committee Chairs' Reports

[Insert text here]

6. Community Advisory Council Report—*[Name], Chair, Community Advisory Council*

[Insert text here]

If you need help using the template or have any questions, please see someone in the Editorial or Graphics group.

Remember to apply styles throughout your document. Refer to the [Getting to Know the Process](#) section of this guidebook to make sure that you are applying them correctly.

STARTING OUT

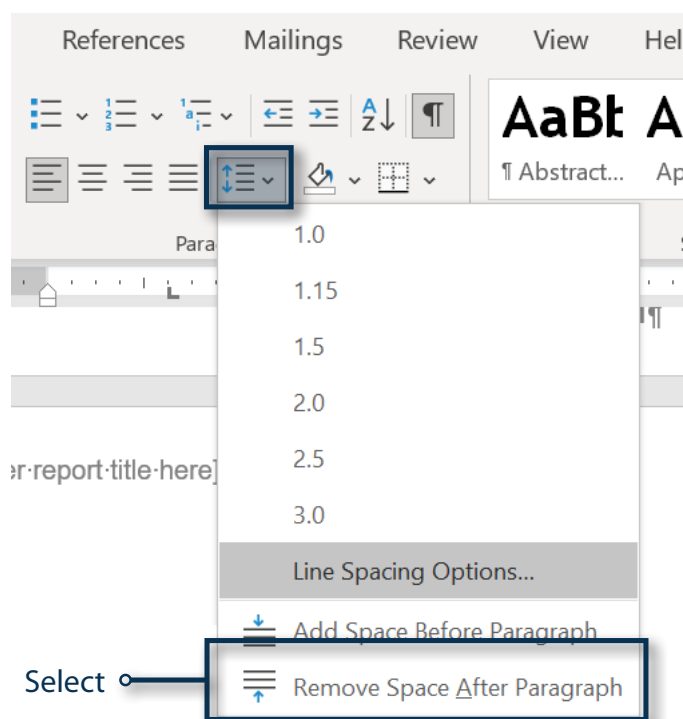
- Download the meeting minutes template from our intranet site (<https://intranet.ctps.org/templates-home>) to ensure that you are working with the most up-to-date template. Rename your document according to the CTPS file-naming protocol. ([See How Should I Name My Document? on page 10.](#))
- Replace all text enclosed in square brackets, including the brackets themselves, with appropriate text.
- Use the exact format and wording shown in the minutes template whenever possible.
- For consistency, don't change the template except if absolutely necessary to make it work for your minutes. Never change the main headings: don't add or delete any, reword them, or change the order.
- Do not change the font used in the template, which is Arial for the body text and Trebuchet for the headings. Point size varies within the meeting minutes template and should not be changed.
- Change "Meeting Minutes" found in the Title field of the document Properties to the current title of your document and the current meeting date. To access the Title field, click the File tab at the top of your Word document and select Info in the left navigation. The Title field is to the right under the image of the document and the Properties header. To change the text, click in the field and replace the existing text with your new information.

CREATING YOUR MEETING MINUTES

- In the [Month Day, Year] brackets, enter the date of the meeting and delete the brackets.
- Add the date in the header at the top of the second page.
- Change the start and end time as appropriate.
- Make sure the entire location is correct, including the building, room, and address. If the meeting took place virtually, please state that instead.
- Below the date, fill in the name of the presiding chairperson.
- Under Decisions, list the decisions or vote outcomes from the meeting. The names of any work scopes should be in italics.

- The Heading 2 style, which provides automatic numbering, should be used for each agenda item.
- Some of the items on the template under the Meeting Agenda heading are typical components of the MPO meeting minutes. Delete any that are not relevant to your particular meeting.
- For the Chair’s Report and the Committee Chairs’ Reports, insert report information as appropriate. If no information was reported, write “There was none” under the Chair’s Report header and “There were none” under the Committee Chairs’ Reports header.
- Following the reports, use items from the original agenda (minus the time estimate) as heading text. The subject matter appears first, followed by an em dash (type two hyphens and the next word (no spaces), and Word will substitute an em dash automatically), then the presenter, title, and organization. Apply the Meeting Presenter style to the presenter, title, and organization.
- You should use subheads to break up agenda items that contain a lot of text. Use the Heading 3 style for subheads within agenda items.
- If you need columns of text to present data, use a table to do so. See the instructions on creating a table below.
- If you need to create a table, go to the Insert tab and insert a table using the Table function dropdown.
 - Under the Design tab in Table Tools, select the first of the table designs from the Table Design ribbon. This is the CTPS Basic Table (it should be first of the table style illustrations—hover over it to view the name in the tool tip).
 - Check the Total Row box in the Table Style Options group of the ribbon.
 - In the Table Layout ribbon, choose Properties. In the Table tab, choose Centered Alignment. In the Column tab, uncheck the Preferred width option for each column.
 - If your columns contain numbers, you may have to manually set those cells to be right justified.

- For bulleted or numbered lists, use the Bullet or Number button under the Home tab on the Ribbon. You will need to remove space between the items in the list. Follow the directions below to remove the space:
 - Select all but the last item of your bulleted text
 - Go to the Vertical Line Spacing in the Paragraph group in the Home tab.
 - To remove space, click on the button and select Remove Space After Paragraph



- Under Adjourn, replace the information in brackets with the names and affiliations of the members who made and seconded the motion to adjourn.
- Attendees should be added at the end of the minutes; make sure to check the spelling and affiliations.

PREPARATION FOR EDITING AND POSTING

- Make sure that Track Changes is always on during the editing process of your draft. If applicable, Editorial will create a client review draft before finalizing the document. Once any changes have been incorporated, Editorial will turn off Track Changes and remove the watermark when finalized.