

Meeting Minutes

The meeting started. Everyone was there. We mostly talked about some stuff that needs to get done soon. John said he'll handle the thing and Sarah also mentioned something about the project. There was a discussion but nothing was really decided because people weren't sure about the timing. Someone asked a question about the budget and it was kind of unclear. People talked over each other.

Then we moved to the next topic and people had different opinions. It was mentioned that things needed to be improved but no details were given. Mike said it would be tough but maybe possible. We didn't get into too much detail though and then we went to the last item on the agenda which also didn't get resolved.

The meeting ended around the usual time.

Board Meeting Minutes

Date: yesterday

Time: like 8 or something

People there

- **John**
- **Sue**
- **Bob**
- **that intern kid**

Meeting was about general stuff and a few other things. John talked for a long time about numbers. Sue said things seem fine. Bob didn't really say much.

They kinda agreed we should get more money and also maybe hire more staff but not sure. Some things were mentioned about the budget but it wasn't clear. Everyone said "okay" and then they moved on to the next thing.

Then Sue brought up the thing that happened last week and said we should do better. People nodded.

We also talked about the office chairs again and someone said maybe next month.

Meeting ended after a while. Nothing else happened.

Meeting Minutes

Date: July 9

Time: 1pm

Location: Conf Room or Zoom (not sure which one was used)

Attendees: John, Sarah, Lisa, some others maybe

Notes:

- Meeting started kind of late because people were chatting or didn't show up right away.
- John said something about the numbers being weird, but he didn't have the spreadsheet so nothing got figured out.
- Sarah mentioned some issues with the marketing thing, but it was kind of confusing and no one really said anything back.
- Lisa brought up the budget and people nodded. Someone said it might be okay now, but not sure.
- Talked a bit about what to do next but didn't really decide.
- Someone asked about timelines and then the conversation went off track for a while.
- There was a mention of the website needing updates but no one took notes on what needs to be done.
- John said "let's circle back" a few times.
- Meeting kind of ended after someone had to leave.

Actions:

- Not sure what was assigned. Think Sarah is doing something with the marketing but not confirmed.
- Lisa might be checking on the budget?
- John maybe will email someone about something.

Next Meeting: Didn't really say, probably next week sometime.

Common Issues in These Minutes:

- **Vague language:** Words like “something,” “maybe,” or “stuff” don’t provide clear records.
- **Unclear responsibilities:** It’s not clear who is doing what or by when.
- **Lack of structure:** Topics are scattered and unorganized.
- **Missing decisions and follow-ups:** No concrete outcomes or agreed-upon next steps.
- **Unprofessional tone:** Casual phrases like “kind of late,” “stuff,” or “went off track” are inappropriate for formal records.
- **Inaccurate attendance list:** Failing to record everyone present makes it hard to follow up or ensure accountability.

This kind of poorly written record makes it very difficult for attendees to follow up or for absent members to understand what occurred during the meeting.