

**PROCEDURE
FOR
CONTROL OF
PROJECT MEETINGS**




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REVISION O

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 ISO 9001:2000 requires sound and practical procedures to ensure correct handling and recording of project meetings, which in turn, will comply with the Standard's regulations.
- 1.2 The purpose of this procedure is to set the requirements for the control of project meetings within the company.

2 RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 Project Manager, other staff assisting the Project Manager.

3 REFERENCES

ISO 9001:2000	Clauses 4.2.3
Document No. QS-01	Quality Manual
Document No. PP-16	Maintenance of records and archiving

4 IMPLEMENTATION

- 4.1 The Project Manager shall schedule the time and frequency of project meetings. Thus it shall be his responsibility to ensure that another staff member shall be present to act as the meeting's secretary.
- 4.2 Since a certain level of experience is necessary to perform the task of acting as a meeting's secretary, the Project Manager should consistently pick a member of staff who is capable of complying with the requirements of this procedure.
- 4.3 The meetings secretary must make sure that all of the essential elements are noted, such as:
- type of meeting
 - name of the organization
 - date and time
 - name of the chair or facilitator
 - main topics and
 - the time of adjournment.
- 4.4 At the beginning of a meeting, the meeting's secretary must pass around a prepared list of expected attendees. This list shall act as an attendance sheet for everyone to sign as the meeting starts. See Form PP-09/A for an example of a meeting attendance form.

- 4.5 Those attendees who are not present but were expected to appear at the meeting must excuse themselves and offer a valid reason for their absence. The meeting's secretary must note the reasons provided.
- 4.6 Minutes of a meeting are the official record of what occurred and not what was said at a meeting. The secretary should concentrate on getting the general idea of the discussions during the meeting, while ensuring that enough notes are made so that they may be summarized later.
- 4.7 Once the meeting is concluded, the secretary must complete the minutes, have them approved by Project Manager and then begin distributing the minutes to the meeting's attendees. See Form PP-09/B for an example of a meeting's minutes form.
- 4.8 The distribution of the meeting's minutes shall be done electronically, via email. In the instance where a recipient does not have email, a physical letter shall be sent.
- 4.9 The storage of the meeting's minutes shall be done electronically, and shall comply with procedures laid out in Procedure PP-16 "Maintenance of Records and Archiving".
- 4.10 The backing up of these records shall be done electronically, and will be overseen by the meeting's secretary, or a responsible member of staff appointed by him/her. This will be done at a time where all previous responsibilities stated above are completed.

5 ATTACHMENTS

Attachment PP-09/A is an example of a meeting attendance form (Form PP 0901)

Attachment PP-09/B is an example of a meeting's minutes form (Form PP 0902)

Attachment PP-09/A is an example of a meeting attendance form

Name	Sign if present	Excuse if absent

Attachment PP-09/B is an example of a meeting's minutes form

Name of Organisation:
Purpose of Meeting:
Time/Date:
Chair:

Topic	Discussion	Action	Person Responsible
1.			
2.			
3.			