# Minutes Sample

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| Seminar Number  & Name: | *(Some seminars have very similar names. Using the seminar number will help identify the correct seminar. The University Seminars website (*[*http://universityseminars.columbia.edu/*](http://universityseminars.columbia.edu/)*) includes a sortable listing of current seminars numbers under “Seminars.”)* |
| Meeting Date & Location: | *(Day of the week, month, date, year, and location)* |
| Speaker(s): | (*speaker(s) full name, title(s) and affiliation(s))* |
| Topic: | *(Title of presentation – this title will be used for our annual directory)* |
| Presiding Chair(s) and Affiliation(s): | *(This is especially important if the meeting is chaired by someone other than the seminar chair(s).)* |
| Rapporteur(s): | *(Some seminars change rapporteurs over the course of an academic year. Putting the rapporteur’s name on the minutes will ensure that stipends are properly paid.)* |
| Attendees: | *(full names, titles and affiliations – use Attendance Sheet)* |
| Summary of Presentation: | *(This should be a narrative description of the speaker’s presentation. Summaries should not be in outline form. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker’s work.)* |
| Summary of Discussion: | *(Since the major work of the seminar takes place in the discussion period, this is the most important part of the minutes. The discussion need not be recorded verbatim, but it should convey clearly the specific issues addressed, and provide a good sense of the overall discussion.)* |
| Copyright Info: | Please add the following to your minutes document footer:*” ©2013, The Trustees of Columbia University in the City of New York”* |
| Speaker’s Paper: | *(Any paper or handout provided by the speaker should accompany the copy of minutes uploaded to Courseworks:* [*https://courseworks.columbia.edu/portal/site/UNIVERSITY\_SEMINARS*](https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS)*, if not already uploaded with the invitation/announcement.)* |

Special Note: A final copy of the seminar minutes must be saved in the corresponding seminar minutes folder on CourseWorks: <https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS>. Instructions on naming conventions and how to upload can be found on the  [**Rapporteurs** page](http://universityseminars.columbia.edu/resources/rapporteur-resources/) under **Resources, Forms & Policies** in our website: <http://universityseminars.columbia.edu/>.