

# Proposed Procedure For The Minutes

- 1 Take notes during the meeting
  - In the past we've used Google Docs hosted in various people's accounts
  - We can instead take these notes in a MS Word document in MS Teams (**UEC meeting minutes**→**Files**→<**document**>)
    - Everyone in the UEC has access and the documents are secure
    - Unified place to host the minutes, which can be stored for all time
    - Still allows for multiple people to take notes at the same time
    - Notes can still be linked to the Indico agenda
- 2 Merge live notes with summary slides to add enough contextual information and create the prosaic minutes (~ **1 week after the meeting**)
  - Add in the approved summary of remarks from Lewis-Burke
- 3 Subcommittees provides comments or suggested changes on the draft minutes and then signs-off on their section (~ **2 weeks after the meeting**)
- 4 Send the draft minutes to the directorate (cc Kim and Griselda) for sign-off from:
  - Greg and Kevin, FNAL directorate
  - Allison Markovitz, FNAL directorate DOE liaison
  - Deb Sebastian, FNAL Office of Communications
- 5 Send the approved minutes to the *all\_users* email list and upload them to the UEC web page