Instructions for Records of Meetings
(Meeting Minutes)

1) Every Fachschaftsvollversammlung and Fachschaftsratsmeeting must have an agenda. The agenda can be adjusted in the beginning of the meeting as well and should at least include the topic „Agenda“ and „Miscellaneous“

2) There must be a record/minutes (Protokoll) of every meeting. It must include the outcome of discussions, the delegations as well as the exact wording of decisions

3) Records should at least include the following:
   a. the name of the Fachschaft. Meaning: „Record of the Fachschaft XYZ / Protokoll der Sitzung der Fachschaft XY“. It can be helpful to add a footnote with the name of the Fachschaft.
   b. Approximate amount of the people present during Fachschaftsvollversammlungen, or the name of the Fachschaftsräte present during the Fachschaftsrat-meeting. This helps uphold transparency and shows the quorum needed for decisions.
   c. Date, beginning and end (exact time) of the meeting
   d. The agenda
   e. All decisions with reasons for the particular decision (especially finances – for great expenses take into consideration regulatory frameworks such as Finanzordnung, Bewirtungsrichtlinie, ...)

4) Decisions must be detailed and include the voting results and the reasons for the topic.
   a. With x to y votes, it is decided, that there will be a Fachschafts-breakfast on the [date].
   b. Maximilian proposes to get a micro-wave for up to z Euros for the Fachschaftsräum, because the Fachschaft needs this due to [reason].
   c. It is decided to have Fachschaftsrat elections in the week of [date]. [PERSON] will register the elections.
   d. The following propositions have been made for the curriculum commission: [topics] [reasons]. The following propositions were accepted: [topics]. [Person B] will send the list to the Direktorium.
   e. [Person A] will be sent to the curriculum commission and shall represent our propositions there.
   f. Travelling expenses for the Bundesfachschaftentagung (TOP Y): [costs], [reason], [voting result]

5) Finance propositions should have their own topic in the agenda of the meeting and be secluded from the other content. By doing this, you can ease the person responsible for the finances in your Fachschaft.

It might also be helpful to put up a shortlist of tasks decided on from the meeting only with costs and people responsible for realisation e.g:
   a. Groceries for the Ersti-Einführung (TOP X): [costs], [person responsible],
   b. Travelling expenses for the Bundesfachschaftentagung (TOP Y): [costs], [person responsible]

Due to the lack of reasons and voting results a shortlist is not sufficient für reimbursement