

THE PROFESSIONAL SECRETARY'S QUALITY CONTROL CHECKLIST™ EDE

THE PROFESSIONAL SECRETARY'S QUALITY CONTROL CHECKLIST™

*The 5-Minute Review System for
Board-Grade Documentation*



7
SECTIONS



COMPREHENSIVE
QUALITY CHECKS



5-MINUTE
REVIEW SYSTEM



EDE
— CREATOR —

PART OF THE MEETING MINUTES MASTERY™ PROFESSIONAL SERIES

THE PROFESSIONAL SECRETARY'S QUALITY CONTROL CHECKLIST™

The 5-Minute Review System for Board-Grade Documentation



7 Governance
Sections



Quality
Checks



5 Minutes
Review System

Also Available in the Meeting Minutes Mastery™ Professional Series:

The Board-Grade Minutes Prompt Vault™
The Executive Minutes Toolkit™

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This publication is provided for educational and professional development purposes. Users are encouraged to adapt the checklists to suit their organisation's governance structure, reporting requirements and documentation standards.

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INTRODUCTION

Why Checklists Matter

One of the most common misconceptions in professional documentation is the belief that quality is achieved through experience alone. In reality, consistency is often achieved through systems. Pilots use checklists. Surgeons use checklists. Auditors use checklists. Board Secretaries should do the same. A checklist reduces oversight, improves consistency and ensures that critical elements are not forgotten under pressure. The checklists contained in this guide have been developed from practical experience documenting management meetings, committee meetings, strategic sessions and governance discussions. Their purpose is simple: To help professionals produce board-grade documentation consistently.

CHECKLIST 1

Pre-Meeting Preparation Checklist™

- Before entering the meeting room, confirm the following:
- Meeting notice received
- Agenda received and reviewed
- Previous minutes available
- Matters Arising reviewed
- Laptop charged
- Power supply available
- Recording device prepared
- Recording platform tested
- Notebook available
- Pen available
- Meeting template opened and ready
- Previous action points reviewed
- Organisational reports reviewed where applicable
- AI tools and workspace prepared for post-meeting processing

CHECKLIST 2

During-the-Meeting Capture Checklist™

During the meeting ensure that you capture the following:

Governance Essentials

- ❖ Meeting date
- ❖ Meeting venue
- ❖ Start time
- ❖ End time
- ❖ Attendance
- ❖ Apologies
- ❖ Agenda items

Discussion Essentials

- ❖ Key issue presented
- ❖ Major concerns raised
- ❖ Leadership emphasis
- ❖ Clarifications requested
- ❖ Recommendations made
- ❖ Directions given
- ❖ Resolutions reached

Accountability Essentials

- ❖ Action points identified
- ❖ Responsible officer assigned
- ❖ Timeline specified
- ❖ Reporting expectations noted

CHECKLIST 3

Post-Meeting Processing Checklist™

- Immediately after the meeting do the following:
- Photograph handwritten notes
- Upload notes for transcription using your preferred ai tool like Gemini
- Review transcription for omissions
- Correct headings and abbreviations
- Download meeting transcript from recording/transcription done during the meeting
- Save handwritten notes file
- Save transcript file
- Label documents appropriately (Dual Source)
- Review notes and transcript side-by-side
- Organise discussions by agenda item
- Identify action points
- Identify leadership signals
- Identify resolutions

CHECKLIST 4

The Board-Grade Review Checklist™

Before minutes are finalised, confirm that:

- Every agenda item has a solid heading
- Every discussion contains context
- Deliberation flow is clear
- Discussions follow logical sequence
- Institutional language is used consistently
- Governance terminology is appropriate
- Resolutions are clearly stated
- Action points are extracted correctly
- Responsibilities are assigned
- Timelines are specified where applicable
- No important discussion has been over-summarised
- Formatting is professional and consistent

CHECKLIST 5

The Third-Party Test™ Checklist

Imagine someone who never attended the meeting reads the minutes.

- Can they understand:
- What was discussed?
- Why it was discussed?
- What concerns were raised?
- What decisions were reached?
- What actions were assigned?
- Who is responsible?
- What happens next?

If any answer is "No", further refinement is required.

CHECKLIST 6

The AI Quality-Control Checklist™

Before accepting any AI-generated draft, ensure that:

- AI has not changed the meaning of discussions
- AI has not omitted significant concerns
- AI has not weakened resolutions
- AI has not removed critical context
- AI has not over-summarised deliberations
- Governance language remains natural
- Headings accurately reflect discussions
- Action points remain accurate
- Institutional priorities are reflected correctly
- Leadership signals have been captured

Remember:

**AI assists.
Professional judgement
decides.**

CHECKLIST 7

Final Submission Checklist™

Before circulating the minutes to Management/ Board Members ensure that:

- ✓ Document proofread
- ✓ Grammar checked
- ✓ Formatting checked
- ✓ Attendance verified
- ✓ Resolutions verified
- ✓ Action points verified
- ✓ Matters Arising updated where necessary
- ✓ Page numbering confirmed
- ✓ Header/footer confirmed
- ✓ Document saved correctly
- ✓ PDF generated where required
- ✓ Draft circulated to management members
- ✓ Inputs and observations requested
- ✓ Corrections incorporated
- ✓ Final version prepared for approval / adoption

QUICK REFERENCE MASTER CHECKLIST™

Before Meeting

- Prepare
- Review agenda
- Prepare recording tools
- Prepare templates

During Meeting

- Capture issues
- Capture discussions
- Capture directions
- Capture resolutions

After Meeting

- Transcribe notes
- Download transcript
- Organise discussions
- Draft minutes

Review

- Apply Board-Grade Framework™
- Apply Third-Party Test™
- Apply AI Quality Control™

Submission

- Circulate draft
- Receive corrections
- Update document
- Submit final version