



TEN TAKEAWAYS:

1. Send out an organized agenda at least 24 hours before your meeting and organized minutes at most 24 hours after.
2. Consider having a historian or documentarian role in your group who takes pictures of events, takes minutes of meetings, or compiles oral histories.
3. Keep documents in a single shared space, such as Dropbox, Google Drive, or the Cloud.
4. Be sure to upload all documents your successor might need at the end of your term into an organized system such as Google Drive folders
5. Keep pictures and documents in your possession, not just on a third-party website (i.e. Facebook).
6. Name files in a standard format, such as: [Committee Acronym]_[DocumentName]_[Person Name]_[Date]
7. Make templates for documents you use often, such as minutes and agendas.
8. Document consistently, not retroactively.
9. When in doubt, don't throw it out!
10. Reach out to University Archives for help with documentation, or to submit your group's information to the University Archives.

What is Documentation?

- Documentation is simply keeping records of an organization's happenings. In today's day and age it can range from:
 - Filing systems (Physical)
 - Digital Records
 - Storage of documents/information on Dropbox, Sharepoint or Cloud

What is Documentation?

- Documenting well helps with...
 - Transitioning the organization from year to year
 - Keeping accurate records of organization's activities and events.
 - Is great for evaluating and looking back at progress.
 - Promotes efficiency and clean functioning of the organization!
 - People in the future can look back at your accomplishments and marvel.

FIVE SIGNS YOU NEED HELP DOCUMENTING

- You have minutes and files that are scattered amongst committee members.
- You have your group's pictures stored on Facebook and not backed up anywhere.
- You have paper documents have not been filed away or electronically stored.
- Every year, leaders of the group find themselves trying to find the necessary information to get started.
- Committee members and leaders spend more than a few minutes trying to scroll through files, folders and drives trying to find relevant documents.

If you answered yes to any or multiple of these, you should consider getting help documenting!



A SAMPLE AGENDA

DevCo Meeting Agenda

Sunday, 2/24 at 5 PM

Campus Y Seminar Room 207

Icebreaker 5 min

Updates 5 min

What have we each done over the past week?

Feedback and Questions 10 min

Who needs help with something they are working on?

Weekly Goal: Compile Info from Needs Assessment 30 min

What are our strategies towards achieving this goal?

Tasks for Next Week 10 min

What will you work on until our next meeting?

Ways to get started...

- Find one place to upload digital files.
- Google Drive, Dropbox, Other cloud storage options.
- The University's server can store files.
- Find a committee member to be designated historian/ secretary and manage documents.
- Begin naming files using a standard format (this is really helpful when searching through files):
- Example: [Committee Acronym]_[Document Name]_[Person Name]_[Date]

Need Help?

- Reach out to University Archives through the Wilson Special Collection Library (recman@unc.edu)
- Contact DevCo for additional assistance!

Six Tips to Documenting...

1. Keep an updated collection of meeting minutes, membership rosters, publications, fliers, promotional material. Don't store pictures and documents on 3rd party applications such as Facebook—they might get lost or deleted!
2. Label all documents and materials with at least the following:
 - a. Full Name (Contact Person, Point Person)
 - b. Date
 - c. Description of event/circumstance (something to jog the reader's memory)
3. Keep all records and documents in ONE place.
 - a. i.e have everything under one google account that is associated with your organization.
 - b. Having an appointed secretary or records keeper is a great way to keep up with these jobs.
4. Keep your filing system straightforward and simple—too many steps or details can make it discouraging and difficult to file.
 - a. A tip could be to have folders that correspond to certain documentation. For example, have one folder for each committee or position.
5. Back up digital records in multiple places. Physical records and documents are just as valuable as digital ones so contact the University Archives to help preserve those records.
6. When cleaning out and organizing documents and records, if in doubt don't throw it out. You never know the importance of a document unless you can verify it is not needed!

SAMPLE MINUTES

DevCo Meeting Minutes

Sunday, 2/24 at 5 PM

Campus Y Seminar Room 207

In attendance: Cora, Rangoli, Madhu, Pranav, Kate, Hunter, Christa, Sarah, Shauna

Updates

- Rangoli: finished Documentation DevDoc
- Cora: hosted Design Thinking workshop

Feedback

- Pranav: which website design does everyone like best? (we chose the first of three)

Needs Assessment

Survey questions to ask Y members:

- Do you know what the YFund is?
- What challenges do you see in your group
- What resources does the Y currently provide
- What resources would you like the Y to provide in the future?

To Do

- Madhu and Cora: upload these minutes to Dropbox; email minutes to DevCo
- All: survey three Y members

Note: these are very abbreviated minutes!

Contact DevCo for more help on DevDoc Topics!
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campusy.unc.edu/resources/funding/