

# Writing Effective Meeting Minutes Top Tips

1. Prepare in advance. If you are the Minute taker it can be difficult to keep up with everything that happens if the meeting is fast moving, so try to prepare by having an agenda and an outline Minute document. You can just jot notes against that outline, which you can embellish later from memory. You can take notes by hand, or on a PC or tablet if your skills are up to it. You could even record the meeting to help ensure you get the details right.
2. Make sure you have a copy of the previous meetings minutes if this is one of a series of meetings
3. List the expected attendees in advance and tick them off as they arrive, or their apologies are received
4. Jot your notes on the template you have as things happen. Just notes that will jog your memory. Make sure there is a decision or conclusion you can record. If you are not sure what the outcome was, ask for clarification during the, before the meeting moves on to the next point, or from the Chair immediately after the meeting.
5. Write the Minutes up immediately after the meeting before you forget anything important.
6. Write in the same tense and person all the way through the document. Include a short statement and a brief rationale for each decision or action taken
7. Be objective. Do not make personal comments or observations
8. Only use people's names when recording voting activity.
9. Record business decisions, remember this is a business document