

Minuting a Meeting

Minutes record the discussions and decisions taken by a committee. Here are some tips to help make your minutes effective.

1. Take notes under the headings as they appeared on the agenda. It makes it easier for typing up later.
2. If you feel that you have missed something said at the meeting, do not hesitate to stop the meeting and ask for clarification.
3. Remember you do not have to record, word for word, the discussions which took place. The main theme of the conversation is enough.
4. Use action words such as 'discussed', 'considered', 'noted', 'decided' etc. This will help you keep the minute brief and help remind committee members of the main points of the discussions
5. Where the minute records important decisions which were taken, it is important that the main reasons for the decision being made are recorded and not just the decision itself.
6. To make sure minutes are of the most use, try to make sure they are prepared as soon as possible after the meeting. Doing this will help you to make sure that you remember clearly all that was said.
7. Circulate the minutes to the committee as soon as possible. This gives the opportunity to draw attention to or remind committee members of the tasks they agreed/been nominated to do! Anyone who was absent from the meeting will welcome the chance to catch up.
8. Make sure the date of the next meeting is shown clearly. The more notice people have to put the date in their diary, the more likely they are to turn up!

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