



How to prepare good meeting minutes: 6 tips for your minute-taker.

How to prepare good meeting minutes

For the board

Prepare a good agenda.

#1 A good agenda generally leads to good minutes, so ideally, meeting minutes should follow the agenda and it is important for the minute-taker to get familiar with the agenda before the meeting.

Recording every detail of a discussion is unnecessary and this is why it is important to have a good agenda to follow. If the minute-taker is well-prepared, then it will be easier to judge which discussion points are worth recording.

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Know what you must record.

#2 Minutes need to include information like the date, time the meeting starts and ends, attendance, absence, apologies, motions, resolutions and dissent. Not every meeting will feature key decisions being made, but when they do they need to be recorded.

Generally, opinions and subjective comments should not be recorded.

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Sort out what is valuable and what isn't.

#3 This might take some practice, but a good minute-taker will be able to distinguish which points of a meeting are important enough to note down.

If in doubt though, write it down.

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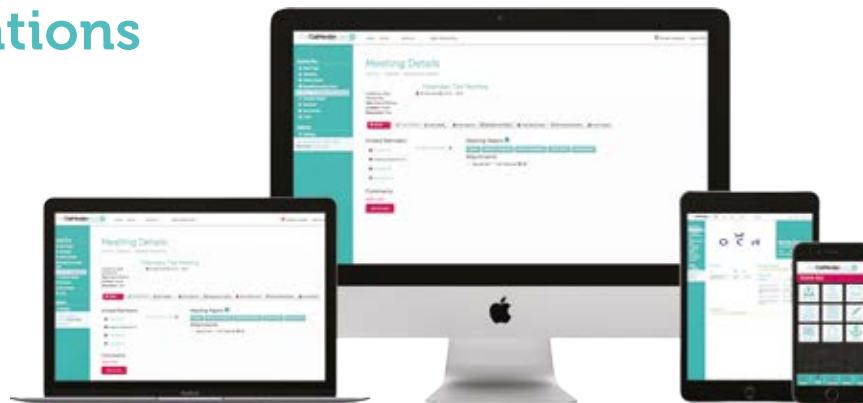
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Review and share the minutes.

- #4** Once the minutes are finished, make sure to get the chair's approval before sending it to the other board members. This should be done as soon as possible.

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Check the minutes carefully and get them confirmed.

- #5** Each director who receives the minutes must review the content thoroughly before formally confirming it because once they are approved once and for all by the chair, only clerical errors can be changed.

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Develop good minute-taking habits.

#6 Each individual will be different and have their own system for taking notes, but in general:

- Develop your own shorthand system where you know what abbreviations, symbols and so on mean.
- Use a template to keep things in order when writing the minutes up.
- Keep notes short, but clear and ask for clarification whenever necessary.



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