

Top Tips — for Minute Taking



Supplied by: *The Development Company Limited*

A meeting runs effectively when there is a good Chair person, and an effective Minute Taker. Most people are just dropped into the role of taking minutes, with very little training.

Here are a few ideas for improving the minutes of your meetings:

1. There is no right way of minute taking. Minute taking varies from person to person, and from organisation to organisation.
2. Have a template for the minutes of every meeting.
3. Treat each meeting as a project. Diarise in time *before* for planning, *during* the meeting for note taking, and *after* the meeting for producing the minutes.
4. Minutes should be an audit trail. Record who was there, and when.
Present – those who are part of the normal team.
In attendance – the minute taker, observers, presenters. (Anyone not part of the normal team).
Apologies – people part of the normal team who let you know in advance that they couldn't attend.
Absent – people part of the normal team who, unexpectedly didn't turn up for the meeting.
5. When taking notes, remember that less is more. Avoid writing down everything that is said. Spend less time writing, and more time interpreting.
6. Stick to the facts – remain objective, even when you have an opinion.
7. If you are unsure, then don't guess what to note. Simply ask '*Before we move on, what do I write in the minutes?*'.
8. Review your notes immediately after every meeting – we can forget up to 70% of what has been said after 24 hours.
9. Keep it short and simple. Minutes should be accurate, brief, and easy to read.

The Development Company provides training, coaching, consultancy, seminars, and elearning to enable Minute Takers to produce accurate minutes. We provide:

- In-company tailored training courses
- One to one coaching and mentoring
- In-company seminars, including large conference seminars
- Elearning for Minute Taking & Chairing Meeting <https://www.thedevco.com/shop/minute-taking-skills-elearning-course/>
- Consultancy advice on meetings practice

Top Tips supplied by...

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