



presents **TEN tips**

on
Taking Minutes

1

Read the Agenda. Be aware of what is to be discussed and achieved.

2

Minutes must contain:

- The heading
- Names of all people attending
- Welcome
- Apologies (outside North America)
- Approval of previous minutes
- Correspondence
- Business of meeting
- General
- Closure
- Signature and date

3

Spend time listening. Do not write all the time.

4

Record main points not individual words. Minutes are a brief summary of proceedings.

5

Take care to record the exact wording of every motion and amendment, as well as the action taken as a result of the vote.

6

Write up the minutes in a simple factual style immediately after the meeting. Do not add any personal observations.

7

Take care that verb tenses are appropriate.

8

Ensure that time intervals between the meeting, recording and distribution do not lead to confusion. Produce the draft minutes promptly.

9

Go through the minutes with the presiding officer.

10

Circulate to the members.