



Top 10 Tips for Minute Taking

There's no set way! Minutes will vary from person to person and from organisation to organisation. There's no absolutely correct way to minute meetings.

Don't change for change's sake! Review the previous minutes taken. If you are comfortable with this style then stick with it!

Make your minutes accurate, brief and clear. You want people to read them. Make them readable by incorporating white space - in the form of numbering and headings that reflect the agenda, margins, bullet points and indentations. Keep the sentences and paragraphs short.

Can you change the style? If you are unhappy with the style of the minutes, speak to the chair about changing the style to one that suits you. However, ultimately you will have to produce the style of minutes that the Chair wants.

Don't be a robot! Don't attempt to write down every single word. Spend less time writing and more time interpreting.

Stick to the facts! Keep them objective – even if you have an opinion!

If you're not sure don't guess! Always seek clarification if unsure of what has been agreed and what should be minuted.

Record attendees Record the time if people enter or leave during the meeting. These people should be described in the attendance list at the top of the minutes

Keep tabs on time Timings can be inserted on the agenda if your meetings tend to overrun. Put the actual time each agenda item should start, on the left hand side of the document.

Stick to common terms Use 'Action Points' and deadlines unless otherwise advised.

If you have found this top 10 quick guide for minute taking useful then why not book on an individualised Executive PA briefing. To book a space complete the [contact form](#) online quoting Pabrief899 to gain a 20% discount on the RRP.