Tips for Taking Minutes

What you need:

Goal	To provide a record of what was decided at a meeting and how it was decided To have a tool for shared understanding among participants To have a written action plan for participants
Materials	A pen and paper or, Laptop A standardized template that you will use every time you take minutes

Why keep minutes?

- Ensure that open meetings are carried out in a transparent and accountable manner,
- Maintain an accurate historical record of an officially convened meeting,
- Provide a reliable permanent record of the proceedings to those who were not in attendance,
- Allowing for a clear understanding of the business that was conducted and why.

What should be included in minutes?

- The Basics: what the meeting is for, date, time, location
- Who was present and who was absent
- Note who was chairing the meeting
- If there was a presentation, write what it was about and who gave it
- What was accomplished and what was decided
- Write down motions, seconders, and whether it passed or failed
  - Note if there were amendments to motions
- Note the number of Yays, Nays, and abstentions in a vote
- Write down the issues and alternatives that are discussed
- What follow-up commitments were made for the next meeting by who
- When and where is the next meeting
- Do use positive language to describe situations
- If you don't want to type minutes while the meeting is happening, you can audio record the meeting and transcribe afterwards.

What should NOT be included in minutes?

- Do NOT copy down word for word what people say during the meeting
- Be wary of using direct quotes
- Do NOT add your personal opinions/commentary