



Volunteering

@Loddon



TIPS FOR EFFECTIVE MINUTE TAKING



USE A TEMPLATE

The 'Minute Taking Template' sets out an easy to use format for minute takers to follow.

KNOW THE AGENDA

The agenda sets out the items for discussion and the order of the meeting. Use this format to guide your minute taking.



SUMMARISE



- Use dot points
- Summarise discussion
- Do not quote/name everyone who speaks
- Do not write everything word for word.

CAPTURE DECISIONS/ACTIONS

Capture key discussion points and agreed actions, including timeframes and who is doing what.



WRITE MINUTES SOON AFTER



Write the minutes soon after the meeting whilst they are fresh in your mind.

SEND OUT MINUTES ASAP

Send out the minutes ASAP. The minutes will remind members about the actions they need to follow up on before you meet again.

