



Taking Minutes of Meetings: Set the Agenda; Identify What to Note; Write Accurate Minutes (Sunday Times Creating Success)

Joanna Gutmann

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Minutes are vital to the success of meetings. Attendees rely on them for information they may have missed, and they serve as an essential communications tool for non-participants. In addition, the action points highlighted in minutes act as a timely reminder for the whole organization. Taking minutes involves listening skills as well as the ability to absorb information and summarize it simultaneously. The minute-taker is one of the most important and powerful people in a meeting. Although the tasks can be daunting, it is an opportunity to develop knowledge, broaden horizons and build credibility within the organization.

Taking Minutes of Meetings is an accessible reference guide following the whole meeting cycle. Starting with organizing a meeting, it goes on to give reliable, hands-on advice about the sections of a meeting; the agenda; personal preparation; taking notes; accuracy; structuring notes; writing up the minutes and recording decisions and actions. It is aimed at anyone new to taking minutes and professionals looking to brush up their technique.

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