

Making Meeting Minutes

Step 1: Prepare Before the Meeting

<input type="checkbox"/>	Ask the meeting organiser : <ul style="list-style-type: none">• What is the meeting about?• Is there an agenda (a list of topics)?• Do you need to use a specific template?
<input type="checkbox"/>	Prepare a document with: <ul style="list-style-type: none">• Date and time• Who is attending• Agenda points (leave space under each to write notes)

Step 2: Take Notes During the Meeting

<input type="checkbox"/>	Write down only the important things : <ul style="list-style-type: none">• Main ideas or updates• Decisions made• Tasks assigned (Who does what? By when?)
<input type="checkbox"/>	Use short phrases or bullet points
<input type="checkbox"/>	Write the name or role of the speaker if needed Example: Emma (HR): The new policy will start in May.

Step 3: Use Clear and Simple Language

<input type="checkbox"/>	Use short sentences
<input type="checkbox"/>	Divide text into short paragraphs
<input type="checkbox"/>	Highlight tasks or deadlines in bold

Step 4: Organise the Notes After the Meeting

<input type="checkbox"/>	Check your notes for: <ul style="list-style-type: none"> • Spelling errors or missing parts • Clear structure (same order as the agenda)
<input type="checkbox"/>	Add meeting details <ul style="list-style-type: none"> • Date, time, and location • Names of participants
<input type="checkbox"/>	Add a summary by topic <ul style="list-style-type: none"> • What was discussed • What decisions were made • Tasks: Who does what, and by when?
<input type="checkbox"/>	Write the next meeting date (if known)

Step 5: Share the Minutes

<input type="checkbox"/>	Save the document clearly (e.g. "Minutes_TeamMeeting_2025-04-16")
<input type="checkbox"/>	Send it to all participants by email or upload it to the shared folder
<input type="checkbox"/>	Ask: "Let me know if anything needs to be corrected."

Common challenges and solutions

Challenge	Solutions
I can't write fast enough	Use keywords only. Fill in details after the meeting
I forget what was said	Ask for clarification or record the meeting (if allowed)
The meeting jumps between topics	Use the agenda to group notes correctly afterwards
I'm not sure who said what	Write role instead of name if unsure (e.g. "Project Manager:...")
Writing minutes feels stressful	Use a template. Focus on 3 things: What was said, decided, and who does what
I don't know where to send the file	Ask your manager or check the team's shared folder or email list



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