Guidelines for a Note Taker

Before the meeting

Review the agenda to be sure you understand the purpose of each agenda item.

Skim previous minutes and background material. Build a dictionary of unfamiliar terms.

Complete as much of your "notes" as possible before the meeting.

At the meeting

Arrive early. Greet members. Sit near the chair. Don't try for a verbatim transcript.

Determine how the speaker's remarks match the agenda's purpose.

Record relevant information members have not heard before.

Do not include housekeeping or he said/she said repetitive comments.

Identify any points that may need clarifying.

Be consistent with the recording of names.

Review and rework notes as soon as possible after the meeting.

Don't ignore what seems strange or incorrect. Check it out during or after the meeting.

After the meeting

Clarify confusing items with appropriate speaker.

Include only the information the members present heard.

Choose the final, appropriate notes/minutes format.

Identify the items that must be referred to future meetings.

Distribute minutes requiring action as soon as possible after the meeting.