

Minutes Matter: The Art of Capturing Meeting Minutes

What Are Minutes? Objective, concise records of a meeting. It's not a recording or a transcript!

Why Is Minute Taking Important?

1. Official record of decisions and actions
2. Protects against legal disputes
3. Ensures accountability and follow-up
4. Essential for continuity and communication

What Should Be Included in Your Minutes?

1. Date, time and location
2. Attendance
3. Agenda items discussed
4. Decisions made
5. Action items with owners

3 Different Types of Minute Styles

1. **Action Minutes**
 - a) Focuses on outcomes and tasks.
 - b) Concise and straight to the point.
2. **Discussion Minutes**
 - a) Captures key points of conversation.
 - b) Main ideas and viewpoints shared.
3. **Hybrid Style**
 - a) Mix of discussion and action.
 - b) Narrates the discussion and records what needs to be done and when.

Minutes Format

1. Outline Format: Bullets, Sections
2. Table Format: Include an Item, Discussion, Decision & Action Column

Discussion Summary:

Agenda Item	Discussion Summary	Action Items
Project Overview	Alice presented the project scope and key deliverables.	-
Timeline Discussion	Bob shared a draft timeline; team agreed on a 6-month completion goal.	-
Roles and Responsibilities	Each team member's primary role was assigned.	-
Next Steps	Catherine to send project plan draft by Friday; David to schedule bi-weekly check-ins.	Catherine to send project plan draft by Friday; David to schedule bi-weekly check-ins.

3. Narrative Summary

Best Practices

1. Minutes are legal records; you should avoid adding your personal opinions or interpretations.
2. Confidentiality - ensure your minutes are stored securely.
3. Consider data protection laws - avoid adding unnecessary private information.
4. Redact sensitive information as required.
5. Be an active listener.
6. Create templates to save time and stay consistent.
7. Be prepared – review the agenda and past minutes (if available).
8. Know the attendees and roles prior to the meeting.
9. Test your tools; these include your laptop, recording software or anything else you use!

What Digital Tools Can You Use to Assist with Your Minute Taking?

1. Word Processors: Microsoft Word
2. Note-Taking Apps: OneNote
3. Voice Recorders (with permission!)
4. AI Transcription and Writing: Copilot or ChatGPT

Catch the webinar replay [here](#). Ready for the next step? We offer Minute Taking and Microsoft 365 training, available for both public and private training.

- Improve your minute taking with our full-day [Minute Taking Essentials](#) course.
- Stay up to date on the latest Microsoft programs to enhance your minute taking:
 - Learn how to create templates, tables and documents with our [Microsoft Word](#) courses.
 - Manage your checklists and minutes using One Note. Learn more in our full-day [OneNote Complete](#) course.
 - Looking to use AI to assist with your minute taking? We recommend our [Microsoft Copilot](#) courses!