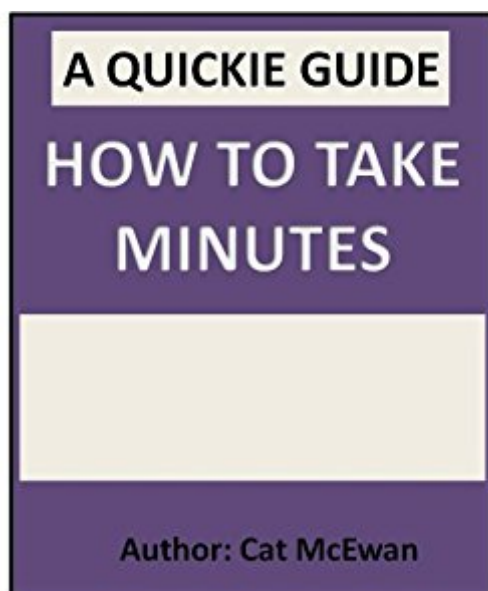


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# How To Take Minutes: The Quickie Guide (The Quickie Guides Book 3)



## Synopsis

Have you been asked to write minutes for an upcoming meeting and have no idea what you need to record? You'll find everything you need to know in this mini-ebook. Did you know you have to make sure you have a record of all key topics discussed and all actions noted so they can be referenced at any point? Did you know that anyone who wasn't able to attend the meeting has to be able to get the gist of what was discussed by reading your minutes? If not then this is the ebook for you. Within these pages are step by step details of how to set up the meeting, how to take minutes, and how to write them up after the meeting has concluded. There are also templates for a business agenda and meeting minutes for you to use. Discover how to accurately record action points, how to deal with actions that roll over into the next meeting, or present actions that are closed. Learn how to record decisions and how to ensure any actions and decisions are accurately recorded for future reference. Discover some tips on how to follow up on the action points and how to prepare for a meeting, what communication is needed before and after the meeting and how to chase outstanding actions. Minute taking may seem like an art, but it isn't. Anyone can do it if they know what they want to get out of it. The days of having secretaries to minute all meetings using shorthand are long gone, and instead it now falls under the domain of any number of positions; from analyst to manager to the most junior team member. I have been in meetings where the person chairing the meeting, and leading the conversation is also the person taking the minutes. Although I wouldn't recommend that strategy to anyone as it is almost impossible to chair a meeting effectively whilst also taking notes. So, let's get down to it. What do you need to do to take effective minutes? In one quick sentence: make sure your minutes are actionable, with clearly defined responsibilities for each action, a note of any decisions agreed and a quick summary around that action so when people walk away from the meeting they don't lose the context. If you are setting up the meeting, then I would also recommend having an agenda so everyone understands the objective of the meeting and is clear about what should be achieved. How many meetings have you sat through where you have come out wondering whether anything has actually been decided? Or you have wondered whether the last hour to two hours has been a complete waste of time. Scheduling meetings for the sake of filling your diary is a favourite pastime of some, but if you spend your life attending meetings with no recognised outcome, you surely have to ask yourself 'why bother?' This is where structure comes in with the introduction of a tightly managed agenda, and minutes that clearly define the actions and decisions agreed at that meeting. This instruction guide will take you through the different steps to ensure your meeting minutes capture everything you need to provide a concise and accurate report of the event.

## Book Information

File Size: 144 KB

Print Length: 20 pages

Publisher: Sober Solutions Ltd; 1 edition (May 10, 2012)

Publication Date: May 10, 2012

Sold by: Digital Services LLC

Language: English

ASIN: B0082CA75G

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #323,768 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #39

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Management #116

in Books > Business & Money > Processes & Infrastructure > Office Management #216

in Kindle Store > Kindle Short Reads > 30 minutes (12-21 pages) > Business & Money

## Customer Reviews

I have always taken good meeting notes, but have never had to formally prepare meeting minutes. So, I purchased this kindle book, in preparation for an upcoming meeting, hoping it will prepare me for the task. Unfortunately, I will have to find some other source. Usually, I'm fine with British English, but the author uses terms that do not make sense to an American worker. For example, there is an "Apologies" section of the agenda, with no explanation of what that means. Also, the quality of the two sample documents (Agenda & Meeting Minutes) is very poor, in that it is blurry with font that is too small to make out what is contained in the document and when I expand it, to try to get a better view of the tiny text, it is even more blurry. I'm sorry to say that I cannot recommend this ebook for someone who is in a similar situation, hoping to quickly get up to speed on taking formal meeting minutes.

While I understand that this was supposed to be just a quickie starter document, I do not feel that it encompasses the task of taking meeting minutes. The author should consult with Robert Rules of Order and go from there.

I am new to taking meeting minutes and this book was very helpful. It gave me a place to start and some good general guidelines. It helped me get a handle on what to record and what to dismiss.

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