

How to Write Meeting Minutes

Expert Tips, Meeting Minutes Templates and Sample Meeting Minutes

With everything that's at stake in today's challenging times, it's no wonder that employers prize accurate minute-taking skills more than ever before. Minutes serve as a permanent record of what was *decided*, what *actions* must be taken, *who* must take them and *when*.

Every day, key meetings are probably taking place in your office. And the decisions made as a result of those meetings can involve millions of dollars, and even change people's careers. That's why the role of the minute-taker is so important.

In this special report, ***How to Write Meeting Minutes***, you'll learn tips and tools to take accurate, professional minutes and save time using meeting minutes templates. Whether you've never taken minutes before or you want to take your skills to the next level, ***How to Write Meeting Minutes*** will help you master the task.

So, the next time you're asked to take minutes at a meeting, you won't be wondering, "What do I write down? How do I know what's important?" Instead of panicking about the responsibility, you will actually *enjoy* assuming this vital role. It's a way to boost your value within your organization and become a key player on your team.

1. Pre-meeting preparation: 8 key steps

When just the thought of creating official meeting minutes makes your writing hand freeze, take note: Preparation starts well before the meeting.

In fact, 60% to 70% of a minute-taker's most effective time will likely be spent in the pre-meeting stage, as one meeting expert pointed out. The work you do during this phase lays a foundation that helps ensure your success upon entering the meeting room.

Follow these eight pre-meeting steps:

1. Choose your technology

What tool will you use to capture information? While some minute-takers still use shorthand, more often nowadays people are using a laptop, which can be a real time-saver. You need to determine which method is going to work best for you.