**Tips for writing a Meeting Minute**

What a good meeting minute should include?

First, make sure you have a copy of meeting agenda and don’t miss the following elements in your writing.

* when the meeting took place
* who attended the meeting
* who was absent
* what was discussed
* what decisions were made

It is easier if you make rough notes during the meeting, then convert these to your finished report of the meeting after it has finished.

As a meeting taker, you are summarizing the most important issues discussed in a meeting, so the following skills you will be using at the same time.

* good listening skills
* the ability to summarize
* good note-taking skills

**At the meeting**

* listen attentively, jotting down key words
* use the agenda document as a template
* leave enough space between items for your jottings
* summarize what’s said
* remain neutral while taking your notes during discussion
* ask for clarification if necessary

Using Acronyms/Abbreviations:

While repeating name of organisations, spell out in full for the first time it is mentioned – as in Multicultural Communities Council of SA. Thereafter, you can use acronyms formed by the initial letters of its name (MCCSA). It is good, if you can list these names and acronyms in an appendix added at the last page of minutes.

**During Arguments**

A minute taker should remain neutral and take notes diplomatically. If any argument takes place during meeting, it’s not necessary to give all the details unless the Chair/President indicates to mention the details and level of argument.