

MINUTE TAKING WORKBOOK

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Preparing for meetings

Discussion topics - Brainstorming Padlet:

<https://padlet.com/thomasinacummings/minute-taking-discussion-s95hobp7q6k3t8go>

Different types of meetings that you have attended.

- Purpose of different meeting types.
- Formality level – formal, semi-formal or informal.
- Legal requirements of formal minutes.
- Organisational conventions for producing minutes.
- Think of a poorly managed meeting. What do you think was responsible for the key issues?
- Think of a successful meeting you have attended. What do you think contributed to the success of the meeting?
- Responsibilities of the minute taker in a meeting.
- Are there any terms used in your workplace that you are not sure about?

The upshot is, there are many types of meetings, many different styles and responsibilities.

Regardless of the type of meeting,

Your aim is to record a concise AND accurate summary of what was discussed, what was decided, and what actions need to be taken (and by whom).

Your record of these events should provide a quick overview of everything that happened to anyone who didn't attend.

You are not a participant in the meeting.

You should listen carefully, analyse, and write.

Spelling, punctuation, and grammar

Pick out the **verb(s)**, **noun(s)**, and **adjective(s)** in the following sentences.

- The usual chairperson read the minutes.
- It was agreed to increase the annual salaries.
- Mr Smith volunteered to send an explanatory email.
- KL said that he would try out the new system.

Visit the website: <https://www.oxbridgeediting.co.uk/blog/30-commonly-misspelled-english-words/> to check out the commonly misspelled words.

Select the correct spelling from the options given in these sentences:

- He had been practising/practicing medicine for years.
- It was a nice compliment/complement about my work.
- The principal/principle reason why the project succeeded was the team management.
- The chairperson was concerned about the affect/effect this would have on the practise/practice time.

Add any missing apostrophes.

- The clients rooms are nearby. (three clients)
- The managers response was "no". (one manager)
- The secretaries attitude must improve.
- The mens preference was to sit down.
- The caretaker says that hes happy with this plan.
- Youre not sure what your choice will be.
- Its difficult to know if the company and its representatives are included.
- GCSEs are difficult

Create a list of any in-house vocabulary, abbreviations, or terms.

Hints and Tips

- Look at examples of other people's work and see what you like/do not like.
- Sit straight – it will improve confidence (and keep you awake).
- Adopt a comfortable position – you don't want to be distracted or distracting.
- Sit where you can hear clearly.
- Ask for feedback – chat to more experienced colleagues.

Skills practice

Re-write the following paragraphs to avoid repetition and to flow better.

It was agreed that there was a very good chance that the manager would tell the department what she was going to do. The chairperson said that the CEO had said that everyone should be told about the fact that there could well be redundancies. She also said that she thought this would happen.

Jon Smith (JS) brought the sales figures to the meeting. These were distributed to the members of the Committee and discussed, and Jane Adams (JA) agreed they had improved. All other attendees agreed they had improved too. It was agreed that a bonus could be paid this year.

The repairs needed to the new offices were discussed. It was quite rightly agreed that the walls needed painting, the windows needed replacing and the doors needed replacing. Mr Jones agreed to contact the Board to get their permission to carry out these repairs.

JS asked the Committee for their views on the proposed new pay system. JA said she thought it was good, HB said he thought there some issues which should be looked at in more detail. JS and JA agreed with this. These issues were then discussed, and everyone then agreed that they would go ahead with this new system.

The Committee discussed the half year sales figures ending 30th June. It was noted that a profit of £13 million had been made in the first 6 months of the year.

Capturing direct speech

When logging conversations, you shouldn't quote direct speech. Rewrite the following without direct quotes.

- "We should repair the school roof first", Mark pointed out.
- Ellie said, "We can't afford it".
- "We've had a very successful year!", the team said.
- Derek asked, "What are this week's sales figures?".

Using documentation

Agenda: A list of activities to be covered (sometimes with suggested timings. An advantage of managing both the agenda and the minutes is that you can update the minutes prior to the meeting with a number of key facts. An agenda should be sent out 3 days prior to the meeting in case changes are required. Where possible, prepare the agenda with the chairperson.

Documentation: Supporting documentation should be sent out at least a week before the meeting to give people time to read it.

Your company supplies a template for minutes – see [Minutes Template.dotx](#)

Unconfirmed/Confirmed: One of these should be removed as appropriate. All meetings will be unconfirmed at point of writing. They will generally be confirmed in the follow up meeting.

Present: Names of those present – with job titles.

In Attendance: Names of those in attendance – if they were only present for part of the meeting, you should also note which minutes they were in attendance.

Apologies for absence: Names without reasons should be provided.

Minute number: Item number / year of meeting

Topic: Headings may vary. Content should be a short, accurate summary of discussions. They should be impartial and balanced.

Action: A summary of actions to be taken and by whom.

Closing the meeting: Review the information presented and clarify any matters that are unclear before calling the meeting to a close.

Proofreading

Present these minutes, using the template provided. The passage contains errors which you should correct.

Apologies for absence: No apologies were recieved.

Minutes of the last meeting: The Chairperson asked members to correct a typing erro in item 3.1, as the the figure of £11,200 should read £ 111,200. After this amendment, the minutes were approved and signed by the Chairperson as a correct record.

Matters arising: Their were no matters arising.

Chairperson's report: The Chairperson pointed out taht over the last 6 months membership had fallen by 20%. She felt that this was due largely to lack of pubilcity during the present year, and also that new employes were not aware of how to join. The following decisions were reached:

Circular to all staff A letter would be sent from the Chairperson to all employees who were not members fo the Club. This letter would outline it's aims and activities. A tear-off slip would be included for employees to indicated any areas of interest. CW

Social evening A social evening would be organised specfically for non-members, to include refreshments. Miss Chen agreed to make the arrangments. CC

New aerobics classes: Miss Carol Chen proposed that aerobics classes should be held. Mrs Sharon Warner from the Cool Gym had agreed to conduct these classes on the Companys premises every Wenesday evening from 6-7pm. Miss Chen will provide further information. CW 1. Any other business There was no other business.

Minute writing Exercise

The following is the TRANSCRIPT for the staff meeting on Weds 4th April 2023.

Everyone spoke at some point in the meeting. Transfer the information to your formal minute documentation

1. Apologies
2. Minutes of the previous meeting
3. Matters arising
4. Staff canteen accounts
5. Reception refurbishment
6. Student placements
7. Summer barbeque
8. Any other business
9. Date of next meeting

Leanne Gordon (Chairperson)	Good afternoon, everyone. Thomas Bennett won't be here today; he's meeting with clients in Tycoch. Was everyone happy with the last minutes? (all nod) Can we sign them? (Chairperson signs) Good, matters arising? Anything to report?
Benjamin Belling	Delia and I spoke to Millie about doing further training in accountancy, and we've agreed to finance this. Millie is going to research courses and let us know what options there are, so we can make a decision.
Chairperson	That's good. Right, let's move on to item 4. Michael, you wanted to discuss the accounts for the gym. Can we see copies of these?
Michael Davies	Yes, I have copies for everyone (distributes copies). We have £2405 collected from subs and would like to use this to buy some new equipment.
Chairperson	Good idea, Michael, but could you get some costs for us at look at during the next meeting? (Mr Davies agrees)
Chairperson	OK let's look at the next item. Some people have commented that our car park needs repairs.
Hallie Phillips	Yes, there are several potholes and the painted lines have faded.
Chairperson	Who would like to get some quotes for this?
Hallie Phillips	Yes, I'll do that. We've got some good contacts we can speak to.

Chairperson	Right, that's something else to continue with next time. Carl, you're next.
Carl Williams	I would like to get an apprentice for our department. Someone who can learn the admin from the ground up with us.
Hallie Phillips	That would be an excellent idea.
Chairperson	I agree, but I don't think we can authorise it. Carl, would you email the directors and ask them to discuss it at the board meeting and let us know their decision?
Carl Williams	I will.
Chairperson	Now, the final item. Christmas Meal and Party. Rebecca, have you got the menus?
Rebecca Anderson	Yes, I was able to get hold of quite a few. (distributes copies)
Carl Williams	I like the look of the White Hart Hotel menu and they have facilities for if it rains.
Benjamin Belling	It does look good – nice vegetarian selection too.
Rebecca Anderson	Shall we go for that one then? (agreement)
Chairperson	What date seems the best?
Rebecca Anderson	The last Friday in December will work for the majority of staff as we break up on that day.
Chairperson	That's great, Rebecca, can you make the arrangements?
Rebecca Anderson	Yes, I'll book the hotel and send an email to all the staff. Should be good.
Chairperson	I'm looking forward to it. Any other business, anyone? No? OK, let's meet again in 3 weeks' time.

Skills practice

Practice taking notes from real meetings:

https://www.youtube.com/watch?v=DYu_bGbZiiQ&t=2s

<http://www.youtube.com/watch?v=WahloApfLml>

<http://www.youtube.com/watch?v=fXluP2vjNiw>

You **do not** need to record the minutes for the whole meeting. How well did you do?

Return to these recordings periodically to see if you have improved.