

# NOTE TAKING AND MEETING MINUTES

## NOTE TAKING FOR STEWARDS

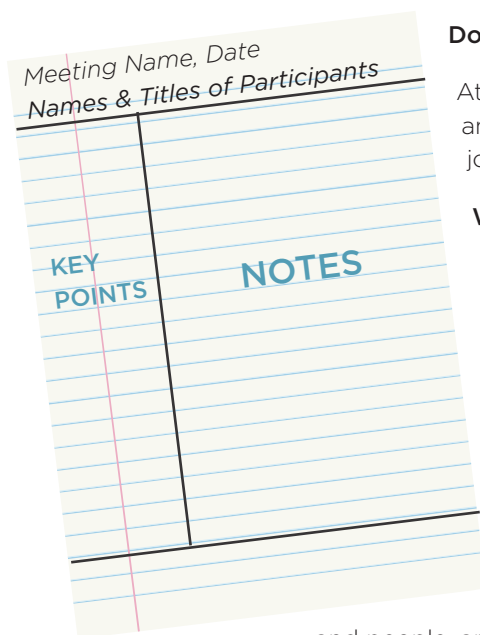
Some meetings will call for verbatim notes with a lot of detail. In such cases, it might be appropriate to record tone of voice and physical gestures as well. Before your meeting, consider how any notes might be used (e.g. grievance meetings or arbitrations).

### Cornell Notes/Union Style

Divide the paper into three sections:

Draw a dark horizontal line about 5 or 6 lines from the bottom. Use a heavy marker so that it is clear.

Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.



#### Document:

At the top of the page, write meeting name, date and names of all meeting participants (include job and titles). **This is important!**

#### Write Notes:

The large box to the right is for writing notes. Skip a line between ideas and topics.

Use short phrases. Use abbreviations. Develop a shorthand of your own, such as using "&" for the word "and".

#### Key Points:

Review the notes as soon as possible after the meeting.

Pull out main ideas, key points, dates, and people, and write them in the left hand column.

#### Summary:

Write a summary of the main ideas in the bottom section. Note agreed on action items (yours and others).

#### Decide Next Steps:

Review ideas in the left column and the action items at the bottom of the page. Decide on next steps.

For example, if related to a grievance, send to the Labour Relations Officer. Decide how you want to file your notes. Many people use binders one per committee (PRP, grievance, etc.)

The audio recordings of meetings is not recommended, as they are seldom admissible as evidence.

