

MINUTE TAKING TIPS AND TRICKS FOR BCNU REGIONAL COMMUNICATIONS SECRETARIES

BEFORE THE MEETING

- > **Clarify Minute Style Required**
 - > Determine the format that best fits the meeting's purpose:
 - > Action-oriented
 - > Focus on decisions made and tasks assigned.
 - > Anecdotal
 - > Capture discussion highlights and general flow – often used in brainstorming or informal meetings.
 - > Verbatim
 - > Provide a word-for-word record, typically for legal or formal proceedings.
- > **Prepare Pre-Meeting Document**
 - > Create or customize a minute-taking template aligned with the meeting agenda. Add additional lines to the existing agenda for space to write.
 - > Ask your executive to delegate other (non-minute-taking) tasks to the team.
 - > Test audio-visual equipment in advance and ensure laptop is charged.

DURING THE MEETING

- > Use one laptop for taking minutes and a separate laptop for presenting.
- > Ask for clarification if something is unclear, interject when possible, or mark unclear points with a question mark as a reminder to follow up.
- > Ensure all action items are clearly noted, including who is responsible and the expected completion date.
- > Take screenshots/photos of slides to save time instead of writing them down in the moment.
- > To minimize distractions:
 - > In-person: Provide a designated notebook for participants to write down questions or concerns without interrupting.
 - > Virtual: Assign someone to monitor and manage the chat.

AFTER THE MEETING

- > Block time immediately after the meeting to review and finalize minutes. Add any pictures of slides or missing information.
- > Ensure action items are assigned if not already done.
- > Save minutes:
 - > Confirm with your RCM the process for saving minutes (e.g., upload to Box within one week) and upload to the agreed location. **Box is recommended.**
- > Distribute minutes (If required):
 - > Send one email with the full minutes, using @mentions to assign action items and note deadlines.
- > Add follow-up items to the agenda for the next meeting.