## Minute Taker Role Job Aid

* Before the meeting
  + Determine what tool to use for recording the minutes (ex. Laptop, paper, recording)
  + Become familiar with the names of the attendees and who they are
  + Obtain the agenda and become familiar with the topics
* During the meeting
  + Take attendance
  + Note the time the meeting begins
  + Write the main ideas presented in the meeting and the contributor of that information
  + Write down decisions made and who supported and opposed the decision
  + Note follow up items
  + Note items to be discussed in the next meeting
  + Note the end time of the meeting
* After the meeting
  + Type up the minutes immediately after the meeting (if manual notes or recordings were taken)
  + Proofread the minutes and correct any errors in grammar and spelling
  + Save or send the document to the meeting owner

**j0250922[1]**