## 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]]()**