



## Taking Minutes of Meetings (Creating Success)

*Joanna Gutmann*

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Minutes are vital to the success of any meeting. Participants rely on them for information they may have missed, the action points act as a timely reminder, and those who could not attend can see what was decided in their absence. Minute-taking is often seen as a secretarial job, but this is not necessarily the case as the responsibility can fall to anyone. "Taking Minutes of Meetings" provides all the necessary support for the minute-taker. Reliable, accessible advice is given on important topics, such as: setting up a meeting; sections of a meeting; the agenda; personal preparation; taking notes; the minutes; recording decisions and actions. Minute-taking can appear daunting, but this practical guide provides you with the knowledge of your role and responsibilities, so that you can efficiently complete the task with confidence.



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