

Minutes

Minutes are a recording of what was done, not what was said.

Include concrete points not opinions while minimizing the use of adjectives and adverbs. Dry, factual, boring is the goal.

Record topics discussed, decisions made, action items not the actual discussions

Not necessary to describe "he said, she said"

Use positive language, don't quote verboten

Never include any information that will embarrass anyone

Never include judgmental phrases

Minutes are a record of what was DONE at a meeting not what was said

Use simple, exact language with precise wording

Brief, objective summary