

What to Include

- Meeting Details
 Date, Time, and Location
- 2 Agenda Items
 Clear and concise
 summary, and key points
- 3 Decisions and Action Items Document decisions, tasks, deadlines, and dependencies
- Rationale and Context

 Brief explanation of reasoning behind decisions
- 5 Next Steps
 Key outcomes, follow-up
 actions, or tasks assigned

What Not to Include

- Personal Opinions
 Focus on factual summaries
 without personal biases
- 2 Verbatim
 Transcriptions
 Only capture the essence

of the discussion

- 3 Excessive Detail
 Keep minutes concise and
 to the point
- Irrelevant Side
 Conversations
 Exclude unrelated
 discussions
- Incomplete or Inaccurate Information Double-check critical

details for accuracy

Guide To Taking Minutes For An Agm

Callum G. Brown, David Nash, Charlie Lynch

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