Minute Taking Checklist

BoardPro™

1. Receive agenda / board papers

2. Create a minute 'shell' or template and use your table format

3. Pre-fill relevant information

4. Read papers before the meeting

5. Attend meeting and take your notes

6. Set aside time after the meeting to review notes and identify any actions

7. Email actions to the relevant Executive

8. Write up your notes within 2-3 business days

9. Send notes to the CEO / Chair

10. Finalise minutes

11. Circulate minutes to the Board

12. Store your minutes in the relevant file/folder to await approval

13. Board / Committee to approve minutes at their next meeting – make any necessary changes

14. Send the approved minutes to the Chair for signing

15. Store your signed minutes in the relevant file/folder

16. Delete any recordings and destroy your notes