



Prepare

- 1 Contact the chair
- 2 Build a glossary
- **3 Tailor your template**
- 4 Organise reliable tools
- **5** Arrive early

CABIN

When writing minutes:

- **Be** Consistent
- **Be** Accurate
- **Be Brief**
 - **Interpret what's said**
- **Be Neutral**

Proofread

By somone else

Distribute

Within 48 hours of the meeting



