**Before the Meeting**

* Choose your recording tool. You may choose to use a pen and paper, a laptop or other device such as an iPad.
* Make sure your tool of choice is in working order, and have a backup just in case your original one fails. If you bring a laptop, for instance, have a pen and paper handy as well. You don't want to have to stop the meeting while you search for something to write on if your computer crashes or the battery runs low. Your typing skills will need to be reasonable to keep up with the meeting .
* Have a blank attendance sheet for members to sign on.
* **Read** [**the meeting agenda**](https://www.thebalancecareers.com/how-to-develop-an-effective-meeting-agenda-1918731) before the meeting starts. Use the agenda to outline your minutes. Leave some space below each item on it and write your notes there. Doing this will make your job a little easier, as long as the person running the meeting sticks to the agenda.

**During the Meeting**

* Pass around an attendance sheet and make sure everyone signs in. You will need to include a list of all attendees in the official meeting minutes. All members and Guests must sign on themselves. You can check the names against the number of people attending the meeting to confirm all have signed on.
* Make sure you know who everyone is. That way you will be able to identify who is speaking and correctly record that information. Use the attendance sheet for the correct spelling of names.
* Don't try to write down every single comment. It is okay to include only the main ideas. Be very careful not to leave out items with which you disagree. Your biases shouldn't influence you. Remember this is an official account, not your opinion of what happened.
* Write down all motions, who made them, and the results of votes, if any.
* If votes on any motions or discussions are deferred until the next meeting, make a note of that.
* Record the ending time of the meeting.

**After the meeting**

* Type up the minutes as soon as possible after the meeting while everything is still fresh in your mind. If you find an error in your meeting notes or you have a question, you can clear it up quickly by talking to other attendees before they leave the meeting.
* On the final copy of the minutes, include the name of your LAECG and the name of your JAECG, type of meeting (General, AGM) and its purpose. The purpose could be a current project your JAECG is working on.
* Give the times it began and ended.
* Provide the list of attendees and a note about who ran the meeting. Include your name on the list of participants and, in parentheses after your name, say that you took the minutes. Alternatively, at the end of the document, you can sign off by writing "Respectively submitted by," followed by your name.
* Proofread the minutes before you submit them. Ask someone else who attended to look them over as well. They will be able to let you know if you accidentally left something out.
* Back them up to either an external hard drive or Google drive or even just email them to yourself.
* Submit them to the members. You may choose to email them to your peers.