

How to Take Minutes at a District Meeting

1. Write down Day, Date and Time of the meeting
2. Write down First name and Last Name initial for each person who attended the meeting; if possible, write if they are a GR for what meeting or D8 Trusted Servant or Officer
3. If a vote was held, write down what the vote was on and how many yes, no or abstain votes were cast
4. Try to capture just the main points of each speaker—use the meeting agenda as a guideline; look at past minutes
5. Sign your notes with first name, last initial and date written
6. Email minutes to whoever facilitated the meeting—they will proof the notes and send them out