

Meeting Summary



Vocabulary

Appointed: officially chosen for a job or responsibility.

Arduous: involving or requiring strenuous effort; difficult and tiring.

Ensure: to make something certain to happen.

Chairperson: the person in charge of a meeting or of an organization (used as a neutral alternative to chairman or chairwoman).

Outline: a general description or plan showing the essential features of something but not the detail.

Amendment: minor change or addition designed to improve a text, piece of legislation, etc.

Motions: a formal proposal put to a legislature or committee.

Brevity: concise and exact use of words in writing or speech.

Introduction

Whether you've been tasked with taking notes for a committee or you've been **appointed** Secretary to the board of your organization, preparing meeting minutes doesn't have to be an **arduous** task. Here are some tips and ideas that will help you get started with writing and preparing effective meeting minutes.

