

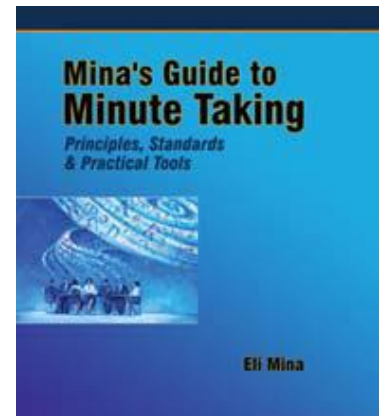
# Mina's Guide to Minute Taking

## Principles, Standards & Practical Tools

*Mina's Guide to Minute Taking* offers you practical, systematic advice on handling the minute taking task with clarity and confidence. Specific topics include:

- Key principles for minutes: content, presentation
- Establishing minute taking standards
- Creating concise and objective summaries
- Knowing what to record and what to leave out
- Making it easy to track the history of decisions
- Recording motions and other formal procedures
- Protecting the confidentiality of in-camera meetings
- Building rapport with the Chair and the group

Book excerpt: [www.elimina.com/minutes/minute-taking-excerpt.pdf](http://www.elimina.com/minutes/minute-taking-excerpt.pdf)  
Includes table of contents, introduction & Chapter 1



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