

Post, District and S.A.L. Adjutants:

How to take the Minutes of a meeting.

Below are helpful links on how to properly take minutes at a meeting.

Remember that you are recording the business that is done at a meeting and not transcribing the whole meeting.

1. https://www.asaecenter.org/resources/articles/an_magazine/2016/september-october/dos-and-donts-for-meeting-minutes
2. <https://www.dummies.com/careers/business-skills/meeting-minutes-according-to-roberts-rules/>
3. <http://www.rulesonline.com/rror-10.htm>
4. <https://www.dockethq.com/resources/roberts-rules-of-order-minutes-for-meetings/>
5. <https://www.lawoforderblog.com/2017/07/take-minutes-4-easy-steps/>