

Reflections on My Minutes ~ Amber Clark

It was more difficult to make any observations about the minutes because we all took turns recording and typing them up. In general, the best minutes were those which were accurate but not too detailed. Because they were never done by the same person, I don't really feel like they changed over time. Near the end, I started to make sure that they were formatted the same, but overall, I rarely made changes; however, I always compared my own notes to the minutes that were submitted to ensure accuracy. Very rarely did I ever add anything. Overall, I felt my group members were competent and submitted minutes that were well done.

My areas of strengths are that I take my own notes and use them to ensure the minutes are accurate. I also send out the minutes right away. I think my last strength is how I rotate through and ask each member to take the minutes.

In hindsight, giving everyone a chance could also be my weakness. Even though I knew some people took better notes than others, I always rotated as I didn't want anyone to feel excluded or overburdened. I am not sure how I would handle this next time. Ideally, I would have someone whose sole purpose was to take the minutes, which frees up the others to discuss. As the article alluded to, it is sometimes hard to do both.

As for my best minutes, I would pick Simendae's because she really captured the essential information accurately and the minutes were well written – she was detailed yet concise. Simendae was also a fellow English teacher and very experienced in meetings and minute-taking which might also explain why I felt hers were the best.