



Common mistakes



Leaving it too long after the meeting to write up the minutes and therefore not having the events fresh in your mind. The risk is that you omit important information by not being able to decipher your notes.



Forgetting to note down attendance.



Being too ambiguous when describing the events at the meeting.



Including legally sensitive information in the minutes.

A hand holding a blue pencil is shown writing on a document with a grid pattern. The background is slightly blurred, showing a desk with a pen and some papers. The text 'Common mistakes (2)' is overlaid on the left side of the image.

Common mistakes (2)

- Inaccurate or incomplete reporting of votes.
- Delaying approval of previous minutes and missing errors or omitting important information.
- Failing to seek out the signatures needed to make it legally binding.
- Failing to distribute the minutes in good time before the next meeting.