How to Take Meeting Minute Notes
(modified from http://careerplanning.about.com/cs/communication/a/minutes.htm)

Any person who attends a meeting may be asked to take notes. Accuracy is of the utmost importance. Here are some pointers to help you handle this task with finesse. Find out what to do before, during and after the meeting.

Before the Meeting

1. Decide how you will take your notes, for example pen and paper or laptop. Make sure your tool of choice is in working order and have a backup just in case. If you bring a laptop, for instance, have pen and paper handy as well. You don't want to have to stop the meeting while you search for something to write on if your computer crashes.
2. Use the meeting agenda to formulate an outline. Leave some space below each item on it and write your notes there. This will make it easier to take accurate minutes, as long as the person running the meeting sticks to the agenda.

During the Meeting

1. Pass around an attendance sheet and make sure everyone signs in. You will need to include a list of all attendees at the beginning of the document.
2. Make sure you know who everyone is. That way you will be able to identify who is speaking and correctly record that information.
3. Note the time the meeting begins.
4. Don't try to write down every single comment. It is okay to include only the main ideas that are discussed, but be careful not to leave out items with which you disagree. This is no time to flaunt your biases. Remember this is an official account!
5. Write down topics discussed, decisions made, and people responsible for follow up actions.
6. Make note of any decisions that need to be made at future meetings.
7. Note the ending time of the meeting.

After the Meeting

1. Type up the minutes as soon as possible after the meeting while everything is still fresh in your mind. If there's an error in your notes or if you have a question, you can get it cleared up quickly by talking to other attendees.
2. Include the meeting title, date, location, type of meeting (daily, weekly, monthly, annual, or special), time the meeting began and ended, and the purpose of it.
3. Include the list of attendees, with a note about who ran the meeting. This is also a good place to indicate that you took the minutes. You can make a note in parentheses after your name.
4. Use a numbered list to record each agenda item, for easy referral later on.
5. Proofread the minutes before you submit them. Ask someone else who attended to look them over as well. He or she will be able to let you know if you accidentally left something out.
6. Submit the meeting minutes to the person who ran the meeting unless instructed otherwise by 8pm on Sunday evening (within 3 days after the meeting).

Search online for “sample meeting minutes” or “meeting minute templates” for other resources to help you get started.