

Personal Note Taking at Meetings

Whose in Attendance; (names in seating order to help learn)
Date, possible location

Points I wish to Share (prepared before meeting)

Major Decisions Reached

All of this can be on a legal pad, one page per meeting.
This way all meetings are in date order.
Leave top page blank so others can't see your plans.

I fold a blank sheet of white paper in my pocket
for impromptu meetings.

To Do List - Me

What I Heard at the Meeting

To Do list - Others

What I Heard at the Meeting

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11/28/22

MARY SMITH, BOB JONES, ALICE & JON
JON WHITE (LATE)

- 1) CLOSE BUSINESS XMAS WEEK
- 2) BIG BOSS BE IN TOWN NEXT THURSDAY
- 3) XMAS PARTY PLANNING?

BOB & ALICE
TO PLAN PARTY
WE WANT BOOZE

- 1) KEEP IT QUIET - BOSS IS BRINGING HIS GIRLFRIEND
- 2) SOME THREATEN STRIKE IF NO XMAS BONUS

TD - O

BOB & ALICE - XMAS

JON TO GET LIST
OF BONUS AMOUNTS
TO ALL FROM LAST YEAR

TD - M

- 1) SEE IF CORPORATE WILL FUND X-MAS DINNER