**Guidance on minute taking**

Committee minutes should be completed as soon as possible following the meeting and emailed to a.winchester@ifst.org for posting on the BoT Forum within the Committee Communications section.

Whilst the following template has been created to help you record minutes concisely we understand that minute-takers will each have their own preferred style of recording minutes.

The following guidance notes have therefore been created to help guide minute-takers in order to:

1. Ensure consistency across the Institutes various committee minutes;
2. Help reduce the burden of minute taking by providing an easy to complete template which also encourages concise and easy to read minutes.

**Tips for minute taking**

Completing the minutes as soon after the meeting as possible will