[How to run commitee meetings: How to write meeting minutes video (tafesa.edu.au)](https://learn.tafesa.edu.au/mod/book/view.php?id=48449&chapterid=386672) 10 mins

<https://youtu.be/JJIiHeEd4ww>

1. What are the 6 tips mentioned at the beginning of the video?

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1. What should be included in the meeting minutes template?

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1. What are some of the common verbs used to write notes in a meeting?

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1. What are some of the common verbs used to write action points in a meeting?

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1. What are tips given at the end of the video for what to do as a minute-taker after the meeting?

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