

Responsible: Zoé Baraschi

Data collection: Make a list of how many meetings that the group has held.

08.03, 13.03, 20.03, 27.03, 10.04, 11.04, 14.04, 01.05

For how many of the meetings can you locate a written record (minutes or aide memoire) of the meeting (All, most, some, a few, none)?

Most of them.

Analysis: Are the written records shared (e.g. an agreed minute) or are they individual to a particular person (e.g., someone's own notes)?

Usually, most of the notes are taken individually by some of the group members.

Then, depending on the "importance" of the meeting, they are distributed amongst all group members or they are summarized briefly at the beginning of the next meeting.

Review the notes/minutes that you can find, taking note of:

1. Are decisions clearly identifiable? Are reasons for decisions recorded?

The decisions are clearly identified. The reasons for the decisions are recorded in a few cases.

2. Are action points identifiable?

Yes. Usually, they are identifiable because they are under a "To do" or "Task" title with a bullet point, or are encircled clearly on a piece of paper.

3. Is it clear who is responsible for what action and by when?

Yes. The action points are identified by attributing a task and associating it with a team member name.

Are notes of previous meetings used by the group (e.g. reviewed at future meeting, checked back to see what decisions have been taken)?

Yes. The notes are especially reviewed after having met with the customer, in order to check that the crucial points have been addressed, or to check that everyone has completed their assigned task.

Reflection: Based upon your analysis of the notes/minutes and their use, how important do you feel that meeting documentation is?

Note taking during meetings is crucial. We tend to overestimate the power of our young brains on the moment, assuming that we will be able to remember exactly what has been said in a meeting and that we will be able to use that information to perform our tasks. Unfortunately, due to the amount of work we have in our studies, it is not the case and so notes are very important for a) performing assigned task, b) not repeating ourselves over and over in following meetings and c) having a clear vision of the process of the project over time.

Is there any action you would propose to the group regarding (a) how the group documents meetings and (b) how the group uses such documents?

It would be easier for notes to be taken on a document-sharing platform, so group members can easily access them and touch them up if needed.

The group should review briefly the previous meeting's notes at the beginning of a new meeting, as well as to use them as a reference when doing follow-up work.

Group reflection: Share your report with the group. Make a note of the different participant's responses to the report. Does the group propose to change how they document meetings or use such documentation in the future?

Two participants agree that the notes should be taken on a document-sharing platform.

One of them says that it is easier to write personal notes down on a piece of paper in order to better remember some details.

Another says that for some really short meetings, it is not always necessary to take notes, it would be better to take them for a meeting where big decisions are made or significant progress is seen.

Overall, all participants agree that reviewing the notes at the beginning of a new meeting is important. They also agree that the notes will become handy when writing the final report.