G

	Self-evaluation		Peer-evaluation	
The notes follow the Cornell **format**	□Yes	☑No	☑Yes	□No
The notes are **understandable**	□Yes	□No	□Yes	□No
The notes are **meaningful**	□Yes	□No	□Yes	□No
The notes are **sufficient**	☑Yes	□No	☑Yes	□No
All **main points** are included	☑Yes	□No	☑Yes	□No
The notes are free of unnecessary **details**	☑Yes	□No	☑Yes	□No
The note taker uses **abbreviations and/or symbols**	☑Yes	□No	□Yes	☑No
The notes are accurately **paraphrased** (Copy+Paste is unacceptable)	□Yes	☑No	☑Yes	□No

H:

Whole word	Abbreviations
for example	e.g
that is	i.e
compare	cf
rises / up	
falls / down	
number	No.
figure	fig
and	'n' / &
chapter	Ch/Chpt
and all the rest	Etc./i.a.
therefore, because	$\therefore$ / bc.

I

1.

1. The lecturer raises their voice
2. Talks slowly with pauses
3. Says something important

M 2.1

2.2.

Be fresh,

be on time,

be open minded.

2.3

Bring notebook or a laptop

Create a simple sign

Include the names of the people who did not attend in the minutes

Note the date and the time

Note everything from previous meetings including by whom.

Note any action participants agreed to, but don't copy that.

Type the minutes right after finishing.