

title: **LPT: Record your meetings AND take notes.**

num_comments: 23

num_up_votes: 131

upvote_ratio: 0.99

Post Text

I'm sure many of you, like myself have a terrible time with both remembering what was said during a meeting and also understanding what's being said during the meeting (auditory processing). I'm on year 3 of being a "successful" SWE and one thing that has helped me more than anything else is recording my meetings & one on ones. I usually record them on my phone, and have a notes app open on my laptop to take notes. The way I take notes is I'll look at the current time stamp on the recording whenever something seems important and I'll mark the time the topic starts. I'll also jot down a few bullet points about that topic so I don't just have random time stamps. I listen back through the recordings at 1.5 speed after the meetings and either work as I listen to them (e.g. if the meeting was about giving me a task & instructions to complete the task, I listen as I complete the instructions) or take notes from the recording to revisit later. Then I delete the recordings. You can definitely also record via zoom or google meet or whatever meeting software you use but I prefer not to tell my employers that I have ADHD & this has worked for me!

Comments

Commenter_2

ID: REDACTED! ~(o.o)~ <3, Upvotes: 71

I do not understand why people refuse to give written instructions and want to do everything verbally it drives me mad. Half the meetings could have just been an email or slack message and saved everyone a ton of time.

Commenter_3

ID: REDACTED! ~(o.o)~ <3, Upvotes: 40

the word you're looking for here is *accountability*

if someone has written down a task and set it, then theres a paper trail.. if you burn a week on a bug or feature and theres no trail, then its your fault, not the requester....

the obvious response to this - which a former lead programmer was religiously fanatical about - is write minutes and send them to everyone concerned.

he wrote the minutes, never delegated them, always sent them. great lead, shit company

Unknown_User

ID: REDACTED! ~(o.o)~ <3, Upvotes: 2

Minutes?

Commenter_4

ID: REDACTED! ~(o.o)~ <3, Upvotes: 7

From google : a summarized record of the proceedings at a meeting

Unknown_User

ID: REDACTED! ~(o.o)~ <3, Upvotes: 6

Google?

Commenter_5

ID: REDACTED! ~(o.o)~ <3, Upvotes: 13

Knockoff of Bing

Commenter_4

ID: REDACTED! ~(o.o)~ <3, Upvotes: 3

Yes. I googled "minute definition"

<https://letmegooglethat.com/?q=minute+definition>

Commenter_6

ID: REDACTED! ~(o.o)~ <3, Upvotes: 5

After the meeting, send out a meeting minutes with "action items" stating that person needs to supply their request in writing.

Include your action items as a reminder to yourself and to be consistent

Commenter_7

ID: REDACTED! ~(o.o)~ <3, Upvotes: 5

Just as some people have auditory processing disorder, others have immense difficulties with written language. In my experience, it is these people who really refuse to write things down.

Commenter_8

ID: REDACTED! ~(o.o)~ <3, Upvotes: 16

I like to push forward and then at the end for a feature review I need to redo everything because I didn't listen well enough in the first meeting.

Unknown_User

ID: REDACTED! ~(o.o)~ <3, Upvotes: 9

Lol same, I had to redo work twice in the last 2 sprints because I didn't listen when instructions were changed verbally.

Commenter_9

ID: REDACTED! ~(o.o)~ <3, Upvotes: 5

I have been doing this recently, and this has been a lifesaver.

I like the idea of keeping track of timestamps [thank you for mentioning this.](#)

OP

ID: REDACTED! ~(o.o)~ <3, Upvotes: 3

Of course! Helps so you don't have to listen through the whole thing haha.

Commenter_11

ID: REDACTED! ~(o.o)~ <3, Upvotes: 6

maybe asking for written instructions? i have a lot of trouble reviewing meetings I've already been to and my auditory processing means i can't listen to things at 1.5 speed without my brain freaking out

OP

ID: REDACTED! ~(o.o)~ <3, Upvotes: 4

You don't have to listen back at 1.5 speed! I just do so it goes quicker. But I also will sometimes ask for a bullet point overview of the tasks they'd like me to complete if I feel it's a lot or they weren't clear in their explanations.

Commenter_11

ID: REDACTED! ~(o.o)~ <3, Upvotes: 4

i hate double checking my work on a test. re listening to a meeting i was in sounds like hell for me

Commenter_12

ID: REDACTED! ~(o.o)~ <3, Upvotes: 1

Almost sounds like a meeting agenda would be useful :)

While I'm not a terribly well organised person *smh* neither are my clients.

I still find it astonishing just how much is foisted on to me. Weild your majic monkey boy!

Commenter_3

ID: REDACTED! ~(o.o)~ <3, Upvotes: 15

OP, recording people without notice/approval could get you in to a lot of trouble... you might not be telling your work about your diagnosis (which is entirely your choice) but recording other people absolutely needs to be announced.. you didn't mention if you were doing this, so i have to point it out

Commenter_13

ID: REDACTED! ~(o.o)~ <3, Upvotes: 3

This 100%

It can also be considered a breach of security to have recordings of sensitive company matters on a personal device

Commenter_14

ID: REDACTED! ~(o.o)~ <3, Upvotes: 1

imo if let's say he wasn't allowed to record and tht affects his work performance by not doing so and his workplace were not understanding, then maybe it's quiet hard for him.

my workplace didnt mind recording but at the same time i understand if someone who have ADHD but did not have understanding employees they didn't have much of a choice.

he also mentioned he deleted the recordings later.

Commenter_15

ID: REDACTED! ~(o.o)~ <3, Upvotes: 3

Yes! I do this. I used to just hopelessly write as fast as I could, but after dealing with some HR shit where a lot of what was going down was contextual, I found I have way better 'recall' than everyone else, and people can dispute what was said all they want, but I got the recordings (that I'll never admit I have.)

Commenter_16

ID: REDACTED! ~(o.o)~ <3, Upvotes: 2

I asked to do this using Teams built in recording and transcription and I suggested setting 24h expire so I had time to get proper notes.

Big company meetings are always recorded anyway.

Manager refused because he didn't think the team would like it. He said that he'd give me a summary after every meeting instead. Never did.

Commenter_13

ID: REDACTED! ~(o.o)~ <3, Upvotes: 3

Just be aware that recording meetings on a non-company approved device, which might upload it to a cloud

account, such as icloud, could be considered stealing proprietary company information