After reading each paper, you should list the following information from it.

The broad research area can be ignored because as you read more and more papers, it will overlap. However, you can note that down as well for first few papers.

The important things to know about a paper after reading it are:

1. Research Problem
2. Proposed Solution (Main approach and the methods/techniques/models used at each step. Its ok, if you don't know about their working but at least you should know what is the technique or model and why it is used)
3. Contribution of the paper (What and how the issues are addressed)
4. Assumptions (it will help you to understand the situations where the proposed model can be applied to the research problem mentioned.
5. Limitations/ Constraints of the model proposed (In what situations it can be used or it will not produce best results)

6) Evaluation criteria (What mechanism is used by the author to compare his model with the other state of the art models)

Some of this information may be explicitly provided or otherwise you will have to search for them. Research problem and contributions are usually in the last 1 or 2 paragraphs of Introduction. While assumptions, limitations and evaluation criteria can be found in experiment, results, discussion or analysis sections.

To read a paper, first read its abstract, then conclusion to decide if the paper is relevant to your area or problem. Next go to their results, evaluation, discussion, analysis and just glance through the experiments, results and comparisons if it looks convincing. After that read the whole paper from the start. It will save you time not to read papers that are irrelevant or with limited contribution.

Do look into the name of the journal and date of publication as well. They are also very important. Explore google scholar.