

How to: minute a meeting effectively

Useful words and phrases

You may find the following list of words and phrases useful in varying your language when minuting common types of occurrence.

Word/phrase	Alternative
decided	resolved / approved / concluded / determined
discussed	debated / deliberated / considered / examined / analysed / reviewed
said	stated / reported / established / confirmed / verified / declared
clarified	explained / suggested / drew attention to / raised / informed / understood
were reminded that	recalled / clarified / illustrated / defined / demonstrated / emphasised
agreed	approved / concurred
disagreed	disputed / questioned / challenged
planned	intended / meant / hoped / proposed
benefits	merits / advantages / worth / value of / impact
problems	drawbacks / dangers / uncertainty / disadvantages
chose	opted / selected / picked / named / preferred
potential	possibility / likelihood / prospect / chance / probability
options	alternatives / choice / preference / opportunity