

# NOTE TAKING

– some useful hints



## Information for Parents

**For further information and advice**

**Telephone:** 01603 598943 / 598945

**Or email:** [parent.support@asperger.org.uk](mailto:parent.support@asperger.org.uk)

**ASPERGER**  
**EAST ANGLIA**  
Assisting the able autistic  
Registered Charity No. 1074699



Meetings can be very daunting. Recalling information and discussions can be difficult. Therefore before attending a meeting you might find it useful to prepare a note sheet to make your recording easier.

You can take a friend or supporter with you to the meeting, but you should let the person who has organised the meeting, know the name of the supporter or friend who will be coming to the meeting with you.

If at any time during the meeting you feel you need a break, ask for a few minutes to have a glass of water or get a breath of fresh air.

Sometimes technical terms, jargon and abbreviations are used, do not be afraid to ask if you do not know what they mean.

### **The note sheet**

- Head the paper with - Notes of Meeting
- Put your child's name and date of birth
- Where the meeting is being held
- Date of meeting
- Purpose of meeting, if known, or your aims for the meeting. Even if you know the purpose of the meeting you might like to note your aims as well
- Background - It may be appropriate to start your notes with a brief background to put notes into context and/or to link to previous meetings and as a reference for you during the meeting
- List all those you know have been invited to attend, and tick or cross depending on whether they are actually present or not, or put an 'A' for apologies received
- Remember to include yourself

### **At the meeting record the following:**

- Reports distributed
- Details of discussion
- Action to be taken, who by and date to be done by. This could be on a separate sheet so that as each action is agreed throughout the meeting it can be added

You could then read this list out at the end of the meeting as clarification.

If an agenda is produced for the meeting it might be useful to use the headings on the agenda to make your notes underneath.

Develop your own form of short hand to use in meetings but remember to write up in full as soon as possible for final copy of notes.

If someone is taking minutes or notes of the meeting, ask if you can have a copy of these.