Meeting minutes and tools

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Meeting minutes

• Why
  • To record decisions
  • To record discussions
  • ...

• How
  • Finding a minute taker
  • Notes are scrappy
Tools

- Audio streams
- Meetecho recordings
- Other app recommendations
BCP (A view)

• Use them as “temporary” minutes
• Helpful if the audio stream goes down
• Use transcribing tools to replace “temporary”

Question: Can we replace minute taking with these tools?