Distribute meeting minutes promptly

Prepare minutes of a meeting soon after it ends so that attendees receive them within 24 hours. Hold them accountable for reviewing the record of proceedings and alerting you to any corrections or modifications immediately. If assignments were given in the meeting, use the minutes to specify who'll do what by when. Warning: If you wait a week to distribute minutes, memories will fade along with the group’s enthusiasm to follow through. Inaccuracies can creep into the minutes and never get fixed.