

50 verbs to spice up your meeting minutes

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If you find yourself repeating the same words over and over when you take meeting minutes, you're not alone. Good words for minute taking is often a top challenge for those who own the responsibility of taking minutes.

Executive Assistant Nickey Christmas, who blogs all things PA, EA and VA related on her [Practically Perfect PA blog](#), offers a good list of verbs "that you can slot into the meeting minutes as and when you need them." Here's her list:

- Acknowledged/Agreed On
- Agreed to
- Announced
- Arranged
- Asked for
- Asserted
- Assured
- Believed
- Brought up
- Complained
- Confirmed
- Decided
- Declared
- Described
- Detailed
- Discussed
- Displayed
- Emphasized
- Explained
- Expressed
- Guaranteed
- Identified
- Implemented
- Informed
- Listed/Maintained
- Mentioned
- Noted
- Observed
- Perceived
- Predicted
- Presented
- Promised
- Proposed

- Recommended
- Remarked
- Reported
- Requested
- Reviewing
- Said
- Settled
- Showed
- Specified
- Stated
- Stressed
- Suggested
- Summarized
- Understood
- Worked on