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](http://practicallyperfectpa.com), 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
* Mentioned
* Noted
* Observed
* Perceived
* Predicted
* Presented
* Promised
* Proposed
- Recommended
- Remarked
- Reported
- Requested
- Reviewing
- Said
- Settled
- Showed
- Specified
- Stated
- Stressed
- Suggested
- Summarized
- Understood
- Worked on