Project Title: Meeting Notes Organizer

Project Category: Company Contribution

Objective: Design and maintain a professional system to capture, organize, and share meeting notes across your department or team. The goal is to improve communication, ensure clarity of action items, and create a useful archive of past discussions for current and future team members.

Step-by-Step Instructions:

Step 1: Understand the Purpose and Audience - Ask your supervisor: - What types of meetings happen regularly? - Who attends them? - What kind of notes would be helpful for the team to refer back to? - Is there a current format or process already in place?

Step 2: Set Up Your Tools - Choose a consistent tool to take and store notes (Google Docs, Microsoft Word, Notion, OneNote, etc.) - Create a shared folder if appropriate, with clear file names and dates for easy access. - Make a template that includes: - Date of meeting - Attendees - Agenda topics - Key discussion points - Decisions made - Action items (who is doing what, by when)

Step 3: Attend and Take Notes - Ask permission to attend relevant meetings (weekly check-ins, team huddles, etc.). - Use your template to take notes in real-time or right after the meeting. - Focus on accuracy, clarity, and brevity.

Step 4: Organize and Store Notes - After each meeting, clean up your notes (grammar, formatting). - Save each meeting document in the shared folder. - Name each file using this format: “[Team Name] Meeting Notes - MM/DD/YYYY”

Step 5: Share Notes - Ask your supervisor who should receive the notes. - Send out a short summary email or upload them to the designated platform.

Step 6: Create a Master Index - In the shared folder, create an index or table of contents linking to all notes by date. - Update the index after each meeting.

Step 7: Review and Improve - After a month, ask your supervisor or team if the system is helpful. - Adjust the format, detail level, or delivery method based on feedback.

Deliverables: - Meeting Notes Template - At least 3–5 organized meeting notes entries - Master Index Document - Optional: Short reflection on what you learned about team communication

Estimated Timeline: 3–4 weeks (can be ongoing throughout the semester)

Skills Practiced: - Active listening - Note-taking and summarization - Organization and consistency - Written communication - Professionalism and discretion