

F. BENEFITS OF RECORDING NOTES VISIBLY AND PUBLICLY

- Helps the group focus on the task at hand
- Depersonalizes ideas and data
- Enhances participants' memories during and after a meeting
- Frees participants from taking notes
- Develops shared ownership
- Discourages repetition and circular conversations
- Encourages participation by providing equal weight to individuals' ideas
- Enables each member to check and make sure their ideas are being recorded accurately
- Increases the group's sense of accomplishment
- Promotes more sophisticated problem-solving methods by holding onto information developed in one sitting for use in the next
- Makes it easier for latecomers to catch up without interrupting the meeting
- Ensures accountability; decisions, responsibilities, and dates are written down