How To Take Notes in Meetings

The Teaching and Learning group documents its work in these Confluence pages. (Confluence is the industrial-strength wiki provided as a workspace to community members, as noted on the A Quick Guide to the Sakai Community page.) Our regular meetings are telephone conference calls supplemented with Etherpad pages. The resulting minutes then appear as links under the meeting date, on the appropriate T&L group page.

Etherpad was purchased and discontinued by Google, but several sites now host Etherpad services-- Titanpad.com, among others. I like to capture and preserve the Titanpad contents, rather than providing a only a link to the pad, in case the service suddenly disappears.

Example:
See the Teaching and Learning meeting of August 11th, 2010: http://confluence.sakaiproject.org/display/PED/08-11-10+Conference+Call

Particulars:
On a Mac with OS X, highlighting and then copy-and-paste from Titanpad to Confluence Rich Text successfully captures both edit window notes and chat window contents. You can also try exporting from the Titanpad, in several different formats.