

# Minutes

Meeting title: Event Planning Meeting

Date + Time: October 03, 2023, @ 1:30 p.m.

Location: Conference room 8, Xezfo

|                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                       |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Attendees:</b><br><br>Josh Smith, Director of Marketing<br>Jessica Taylor, Director of Finance<br>Stephen Waylan, Associate                                                                                                                                                                                                                                                                            | <b>Agenda</b>                                                                                                                                                                                                                                                                                                                                         |             |
| <b>Absentees:</b><br><br>Jane White, Associate                                                                                                                                                                                                                                                                                                                                                            | <b>Agenda item 1:</b> What should our upcoming seminar title be? <ul style="list-style-type: none"><li>The title should display and reinforce our expertise in the field.</li></ul>                                                                                                                                                                   |             |
| <b>Goals and milestones</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>Progress tracking</b>                                                                                                                                                                                                                                                                                                                              |             |
| 1. Brainstorm and shortlist three possible titles.<br><br>2. Confirm prior guest speakers' availability.<br><br>3. Source one additional guest speaker.                                                                                                                                                                                                                                                   | <b>Goal 1</b>                                                                                                                                                                                                                                                                                                                                         | In progress |
|                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Goal 2</b>                                                                                                                                                                                                                                                                                                                                         | In progress |
|                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Goal 3</b>                                                                                                                                                                                                                                                                                                                                         | In progress |
| <b>Roadblocks</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>Action items</b>                                                                                                                                                                                                                                                                                                                                   |             |
| <b>Goal 1:</b> <ul style="list-style-type: none"><li>Brainstorming revealed a new angle for one of the seminar's talking points. Currently gathering relevant information for consideration.</li></ul> <b>Goal 2:</b> <ul style="list-style-type: none"><li>One of our star guest speakers is unavailable for the projected time and date. Currently working on sourcing a replacement speaker.</li></ul> | <b>Goal 1:</b> <ul style="list-style-type: none"><li>Stephen Waylan and Josh Smith will work on the new talking points while the marketing team continues their brainstorming process.</li></ul> <b>Goal 1:</b> <ul style="list-style-type: none"><li>Jessica Taylor and Jane White will perform outreach to source two new guest speakers.</li></ul> |             |

# The Art Of Taking Minutes

**Greggory Moore, Greg Camden**



## **The Art Of Taking Minutes:**

The Art of Taking Minutes Delores Dochterman, 1982 Regardless of the nature of your organization be it a homeowners association non profit retreat guild or corporation meetings are a very important part of the process The ultimate teaching and reference tool The Art of Taking Minutes guides the office professional of any level through the many steps of arranging meetings putting together agendas taking notes or minutes transcribing them in a professional format and doing the necessary follow up to be successful The first book of its kind covering the subject of meeting minutes when published in 1981 Delores Dochterman Benson s indispensable guide remains a leader in its field With over one hundred sample templates and a chapter on the vocabulary associated with professional minutes The Art of Taking Minutes is easy to understand and easy to put into practice Though thirty years have passed since its initial publication it remains a timeless resource and the most comprehensive and exhaustive primer written regarding meetings and minutes **Minutes**

**Minutes Mastery: A Comprehensive Guide to Professional Note-Taking and Meeting Management** Pasquale De Marco, 2025-04-27 Minutes Mastery A Comprehensive Guide to Professional Note Taking and Meeting Management is the definitive resource for individuals seeking to excel in the art of taking minutes This comprehensive guide provides a step by step approach to capturing and conveying the essence of meetings ensuring accurate and insightful records that contribute to effective decision making and organizational success Divided into ten comprehensive chapters Minutes Mastery covers a wide range of topics from the fundamentals of minute taking to advanced techniques and best practices Readers will discover how to prepare for effective meetings master the art of note taking transcribe and format minutes professionally and distribute and follow up on minutes to ensure their impact The book delves into the intricacies of meeting dynamics highlighting the significance of active listening meticulous observation and the ability to discern the key points and action items that shape the course of meetings It also addresses the challenges of handling disruptive behavior dealing with sensitive information and facilitating productive discussions providing practical strategies for navigating these situations with professionalism and grace Minutes Mastery recognizes the evolving landscape of modern meetings and explores the role of technology in revolutionizing the practice of minute taking It examines the latest digital tools and platforms designed to streamline the process enabling participants to capture and share information effortlessly Additionally it offers guidance on adapting to virtual and hybrid meeting formats ensuring that minute takers can effectively capture the nuances of these increasingly common meeting environments Beyond the technical aspects of minute taking the book emphasizes the legal and ethical considerations associated with this role Readers will gain an understanding of the legal requirements for meeting minutes the importance of maintaining confidentiality and the ethical dilemmas that may arise in the course of their duties With its in depth insights practical exercises and real world examples Minutes Mastery empowers readers to become confident and effective minute takers contributing to the success of their organizations and teams It is an indispensable

resource for administrative professionals meeting facilitators project managers and anyone seeking to elevate their minute taking skills and contribute to a culture of effective communication and collaboration If you like this book write a review on google books

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