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Minute Taking Powerpoint RECORDING MINUTES § Step 7: Acceptance Of The Agenda: § The Chair May, With Members' Consent, Add Items To The Agenda For Consideration At The Current Meeting If They Meet One Of The Following Criteria: § a) Emergency Situation --the Issue Falls Within Ten Days From This Meeting. § b) Deadline --if The Issue Arose After Feb 4th, 2024 MINUTE TAKING HANDBOOK - Graduate Students' ... And Your Role At The Meeting. Remember To Smile And Be Confident. It's Good For People To Get To Know You. Create An Outline Having An Outline (or Template) Based On The Agenda Makes It Easy For You To Simply Jot Down Notes, Decisions, Etc. Under Each Item As You Go Along. If You Are Feb 2th, 2024 Minute Taking Template - Practically Perfect PA Minute Taking Template Wwww.practicallyperfectpa.com The Name Of The Committee Meeting: The Date, Time And Location Of The Meeting: Attendees Names And Initials In Brackets: Apologies: The Name Of The Minute Taker: Agenda Item Minutes Action 1. Title Of Agenda Item Minutes Should Captur May 2th, 2024.

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