



SECRETARY WORKSHOP

Taking Meeting Minutes Best Practices

JANUARY 22ND | 9:30AM -11:00AM

ZOOM LINK (HYPERLINKED)

CALL IN: 1-253 215 8782

MEETING ID: 893 0877 7891

PASSCODE: 018660

Would you like to discuss how to take efficient and effective meeting minutes? Please join us!

During this workshop we will discuss:

- Meeting minute templates
- How to take minutes efficiently
- Share best practices

Doors open at 9:15AM