



2015 Meeting Minutes: Blank Forms (Paperback)

By Frances P Robinson

Createspace, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. The 2015 Meeting Minutes book is a collection of 52 blank forms (enough for 1 full year of weekly meetings). Forms are great for recording the minutes of a business meeting, organization or other group meeting. Each fill in the blank form contains a place for the following: - Meeting Title - Date, Time and Location - Called by - Type of Meeting - Facilitator - Note Taker - Timekeeper - Attendees - Agenda Topics - Discussion - Conclusions - Action Taken - Responsible Person - Deadline Don't stress about your next meeting. Be prepared and organized with these simple fill in the blank meeting minutes forms. Eliminate the chaos and last minute planning. When you use the 2015 Meeting Minutes Form, your work just got easier!.

[DOWNLOAD](#)



[READ ONLINE](#)

[5.85 MB]

Reviews

This pdf is definitely not straightforward to get started on studying but extremely exciting to see. It generally does not charge an excessive amount of. Your lifestyle period is going to be convert once you full looking over this publication.
-- Elliott Rempel MD

It is an incredible publication i actually have actually go through. I really could comprehended everything out of this composed e pdf. Its been designed in an exceedingly simple way and is particularly just following i finished reading this publication where actually changed me, alter the way i think.

-- Prof. Colton Jakubowski IV