Meeting Minutes

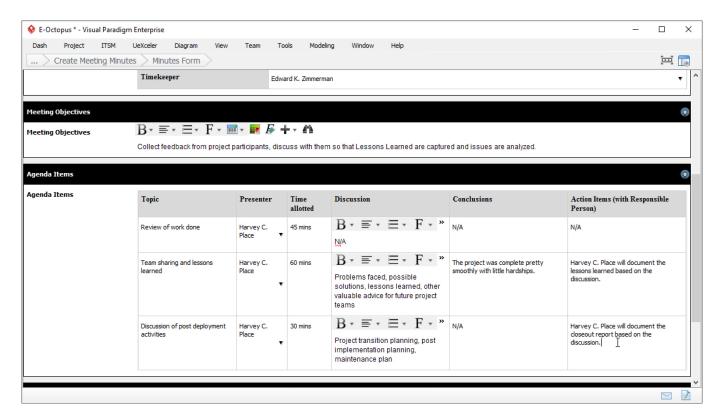
Meeting Minutes is one of the project management document you can create with our <u>project management lifecycle software</u>.

Minutes are record of a meeting. They describe the events and conclusions of a meeting and include a list of attendees, objectives and agenda items.

This article shows you how to develop a Meeting Minutes.

Activity 1: Create Meeting Minutes

Provide a summary of meeting, which includes the date and time, location, person who prepared, facilitated, attended, took notes and kept time in the meeting.



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