

Minutes

Meeting title: Event Planning Meeting

Date + Time: October 03 | 1:30 p.m.

Location: Conference room B, Xezfo

<p>Attendees:</p> <p>Josh Smith, Director of Marketing Jessica Taylor, Director of Finance Stephen Waylan, Associate</p>	<p>Agenda</p>
<p>Absentees:</p> <p>Jane White, Associate</p>	<p>Agenda item 1: What should our upcoming seminar title be?</p> <ul style="list-style-type: none">• The title should display and reinforce our expertise in the field.• It should maintain accurate brand representation.
<p>Decisions</p>	<p>Action items</p>
<p>Item 1:</p> <ul style="list-style-type: none">• Delegate brainstorming title ideas to the marketing team. <p>Item 2:</p> <ul style="list-style-type: none">• Maintain last year's guest speaker list and source one additional guest speaker.	<p>Item 1:</p> <ul style="list-style-type: none">• Stephen Waylan will oversee title brainstorming and shortlist three title finalists for the next meeting. <p>Item 2:</p> <ul style="list-style-type: none">• Jessica Taylor and Jane White will perform outreach to confirm existing guest speakers' availability and source one additional guest speaker.

Next meeting date:

October 21

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Ruth Maran



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Writing Meeting Minutes and Agendas. Taking Notes of Meetings. Sample Minutes and Agendas, Ideas for Formats and Templates. Minute Taking Training Wi Heather Baker,2010 Writing Meeting Minutes and Agendas is easy to read and has lots of exercises to help you develop your skills It has advice on note taking summarising preparing agendas becoming more confident in your role working with the chair writing skills and listening skills There is a useful list of the order of tasks and a checklist with timings

The Project Manager's Communication Toolkit Shankar Jha,2010-03-26 Addressing the unique difficulties involved in day to day project management communication The Project Manager s Communication Toolkit provides proven methods for creating clear and effective communications including text based plans reports messages and presentations It examines the many tools available and goes beyond traditional coverage to define their proper use and application Using language that s easy to understand the author explains how to determine the appropriate tools for specific communication needs This time saving resource provides the understanding to harness the power of everyday communication such as email and PowerPoint to Gain control over project parameters Overcome conflict Create effective project plans charters and statements of work Considering that most projects fail due to lapses in communication it is essential for project managers to understand how to communicate their plans and ideas clearly and effectively Complete with numerous examples and case studies this book provides the understanding required to select the right tools as well as the insight to use those tools effectively in a wide range of real world situations Praise for a slam dunk in providing the reader a foundation emphasizing various tools techniques and in which situations they should be applied The case studies further challenge the day to day situations one may face providing techniques that work Anyone that has been part of a project team will benefit from this book Lisa Holowiak Quality Assurance Specialist Pfizer in PM World Today Vol XII Issue X a valuable resource for program and project managers at all levels and all industries

Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned

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Hoover, Conservation, and Consumerism Kendrick A. Clements,2000 To some extent Hoover s policies anticipated directions that would be pursued by modern environmentalists The National Conference on Outdoor Recreation brought together wilderness advocates and urban planners and passage of the first federal law to limit oil pollution in navigable waters marked the beginning of an ongoing effort to control the effects of industrialization on the environment Hoover s advocacy of pleasant affordable housing introduced the idea that our everyday environment is the starting point for environmental concerns BOOK JACKET

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