



# TAKING MEETING MINUTES WORKSHOP

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**FEBRUARY 16<sup>TH</sup> | 6:30PM -8:00PM**

**Zoom LINK**

CALL IN: 1-253 215 8782

MEETING ID: 885 4974 6313

PASSCODE: 910669

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**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 6:15pm*

Secretary Jerry (425) 530 0532 [secretary@area72aa.org](mailto:secretary@area72aa.org)