



TAKING MEETING MINUTES WORKSHOP

FEBRUARY 21ST | 6:30PM -8:00PM

Zoom LINK

CALL IN: 1-253 215 8782

MEETING ID: 894 5304 5569

PASSCODE: 424160

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