



Meeting Minutes: Blank Meeting Minutes Forms

Frances P Robinson

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The 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 - Full Page of Additional Notes on back of each form 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 Meeting Minutes Form, your work just got easier!

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