



SECRETARY WORKSHOP

Taking Meeting Minutes Best Practices

APRIL 23RD | 9:30AM -11:00AM

ZOOM LINK (HYPERLINKED)

[HTTPS://AREA72AA-ORG.ZOOM.US/J/6196104776](https://area72aa-org.zoom.us/j/6196104776)

CALL IN: 1-253 215 8782

MEETING ID: 619 610 4776

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 9:15AM