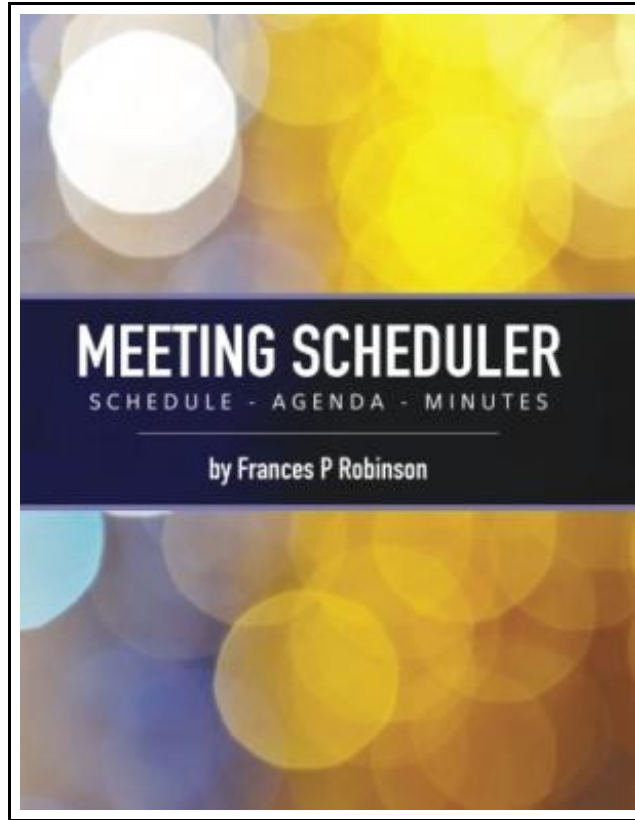


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MEETING SCHEDULER: SCHEDULE - AGENDA - MINUTES (PAPERBACK)



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Createspace, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.The Meeting Scheduler is a must have book if you are responsible for scheduling a meeting, planning the agenda or recording minutes. Each of the 12 monthly sections include 5 agenda and 5 meeting minutes worksheets. (That s enough to plan 5 meetings a month or 60 for an entire year!) Scheduling a meeting? No problem! - Fill in the blank calendar log for a quick glance of your meeting schedule. - Write in meeting time, place and more in space for daily notes. - Start using the blank 12 month calendar log any time of year. Preparing the Meeting Agenda? No problem! The Agenda Worksheet is great for organizing a business, organization or other group meetings. Each fill in the blank worksheet contains a place for the following: - Location of Meeting - Date and Time - Called by - Type of Meeting - Presentor - Timekeeper - Room for Names of 18 Attendees - 6 Topics to Discuss, Presentor and Time Alloted - Room for Special Notes Responsible for recording Meeting Minutes? No problem! The blank meeting minutes worksheet forms include 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 Stop stressing about meeting scheduling, agenda planning or recording meeting minutes. Get organized with all the information you need in this full size 8.5 x 11 book and eliminate the chaos of last minute planning. With this Meeting Scheduler, your work just got easier!.



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