

# Meeting Minutes

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here

<b>Date:</b>	
<b>Time:</b>	
<b>Topic:</b>	
<b>Attendees:</b>	
<b>Absent:</b>	

Meeting Objective/s		
Agenda		
Name	Topic	Time
Action Items		
Name	Action Item	Deadline

# Basic Meeting Minutes Sample

**Ron Ruskin, Kim Harper, Jade  
Hunt, Erinn McMahon, Wade  
Richardson, Clare Warren**



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**A Simple Guide to Meetings and Minute Taking** Elizabeth J Tucker, 2013-10-02 Never again be daunted by the prospect of writing the minutes at your meetings This practical guide will help you to complete the task confidently and efficiently Minute taking is about more than just taking and transcribing notes at a meeting Good minute taking involves Sending a clear and accurate agenda in advance of the meeting Using the same numbering system for the agenda and minutes Sticking to the agenda and not drifting onto other topics Being properly prepared Knowing what to capture rather than writing everything that was said Choosing the right style of agenda and minutes for your meetings Knowing when and why minutes should be altered Minute taking is a skill that everyone can acquire but like any other skill it has to be learnt and then practiced A Simple Guide to Meetings and Minute Taking will take you through each stage of the meeting cycle At the end of this book you will know what needs to be done and when

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**Construction Process Planning and Management** Sidney M Levy, 2009-09-24 By their very nature construction projects can create seemingly endless opportunities for conflict Written by a best selling author with over 40 years of experiences in the construction and general contracting business Construction Process Planning and Management provides you with the necessary tools to save time and money on your construction project In this book Sid Levy provides valuable advice for avoiding or working through the common problems that are a result of the long term nature of construction projects failure to select a project delivery system appropriate to the

project incomplete drawing and specifications unrealistic scheduling poor communication and coordination among participants and inadequate contract administration From project genesis through design development to contractor and contract selection on to construction oversight punch list and successful project close out this book will point out those pitfalls to avoid and offer practical advice at every step along the way Administer the general construction process including solicitation of contractor s qualifications pre qualify bidders comparative analysis of bid packages recommendation for contract award contract document negotiation and documentation of job change orders Provide Project Planning and on site management and coordination of all construction projects Ensure compliance of building construction rules and regulations and collaborate with chief engineers to monitor quality of construction Conduct technical plan review of construction documents and submit written responses identifying required corrections or changes Design implement and oversee Company standards for construction policies practices and processes

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