



SumMeet

SUMMARIZE YOUR MEET!

Minutes Of Meeting

Title: *techsparks*

Date: *2023-04-05 11:31:00*

Agenda: *techsparks*

If you have been assigned to write meeting minutes on your next big student group presentation or project group meeting, or if you want to be better at writing meeting minutes in general, I'm sending you a video with some examples to help you.