

****Meeting Summary Report****

****Abstract Summary****

The meeting was a job interview for the office assistant position, where applicant Lisa Green shared her qualifications and experience. She demonstrated strong organizational skills, teamwork abilities, and computer literacy. The hiring process continues with the applicant awaiting further instructions.

****Key Points****

- * Job application for office assistant position
- * Provided experience working as an assistant for two years
- * Strong organizational skills, including phone answering, email writing, and file organizing
- * Proficient in computer software (Word, Excel)
- * Full-time availability and working hours aligned with the job requirements
- * Basic knowledge of salary expectations

****Action Items****

1. ****Lisa Green – Receive additional instructions regarding the next steps in the hiring process**** (Undecided – Undecided – Undecided)

****Sentiment****

The meeting tone was professional and informative, with a positive exchange between the applicant, Lisa Green, and the interviewer. The conversation was clear and straightforward, allowing for the assessment of the candidate's qualifications and potential fit for the office assistant position.