

Aim: Writing reports, minutes of meeting, action plan.

Output: Report writing

15th August 2022

ADK Degree College

The Independence Day was celebrated with great enthusiasm by all the teachers and students in our college. The students cleaned the classroom and decorated the classroom very beautifully. Pictures of our freedom fighters and great leaders were putted on the notice board.

Later, students sung the patriotic songs. Some students given speech. After that, our chiefguest unflurred the national flag. Snacks were distributed. Everyone eaten the snacks. Atlast, Vande Mataram song was sunged by a girl. There was a feeling of pride and patriotism in everyones heart.

Minutes of meeting

Definition: Meeting minutes are the written record of a meeting or hearing. Minutes are usually structured and formal so that they can be shared after the meeting and serve as historical documents in the future. For those who could not attend the meeting, minutes bring them up to speed.

Steps involved in recording meeting minutes:

Pre-planning.

Record-taking.

Writing or transcribing the minutes.

Sharing meeting minutes.

Filing or storage of minutes for referencing in the future.

Action plan

Definition:An action plan is a detailed plan outlining actions needed to reach one or more goals. Alternatively, it can be defined as a "sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed".

Steps of action plan:

Set SMART goals.

Create a list of actions.

Set a timeline.

Designate resources.

Monitor the progress.

Conclusion:Successfully performed reports,minutes of meeting and action plan.