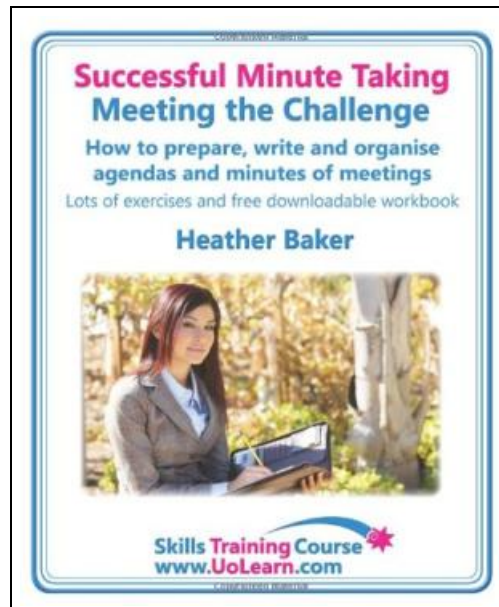


Successful Minute Taking - Meeting the Challenge; How to Prepare, Write and Organise Agendas and Minutes of Meetings: Learn to Take Notes and Write Minutes of Meetings - Your Role as the Minute



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