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## Corporate Meeting Book

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By Happy Vale Publishing Pte Ltd

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Corporate Meeting Book is a collection of over 200 pages of blank forms. Each form is enough for 1 full year of weekly meetings. Forms are great for recording the minutes of a business meeting, organization or other group meeting. Each fill in the blank form contains a place for the following details: a) Meeting Title b) Date, Time and Location c) Called by d) Type of Meeting e) Facilitator f) Note Taker g) Timekeeper h) Attendees i) Agenda Topics j) Discussion k) Conclusions l) Action Taken m) Responsible Person n) Deadline o) Full Page of Additional Notes on back of each form. Don't stress about your next meeting. Be prepared and organized with these simple fill in the blank Corporate Meeting Book.



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