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Meeting Agenda: 52 Meeting Planning Worksheets

By Frances P Robinson

Createspace, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.The Meeting Agenda book is a collection of 52 blank worksheets (enough for 1year of weekly meetings). The Worksheets are great for organizing a business meeting, organization or other group meetings. Each one of the fill in the blank worksheets contain a place for the following: - Location of Meeting - Date and Time - Called by - Type of Meeting - Presenter - Timekeeper - Room for Names of 18 Attendees - 6 Topics to Discuss, Presenter and Time Alloted - Room for Special Notes You don t have to stress about meeting planning. Be prepared and organized with these simple fill in the blank meeting agenda worksheets. Eliminate the chaos and last minute planning. When you use the Meeting Agenda, your work just got easier!.



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