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Open

Department meeting notes template

PLC Meeting Agenda / Action Record

TEAM NAME: _____

TEAM NORMS (to be reviewed at each meeting)

DATE: _____

Agenda items (agenda throughout the year):
1. _____
2. _____
3. _____

Agenda items (agenda) for this meeting: _____

Meeting Topics:
1. _____
2. _____
3. _____

Desired Outcomes:
1. _____
2. _____
3. _____

MEETING MINUTES TO BE COMPLETED BY THE RECORDER

Team Members Present: _____ Team Members Absent: _____

Discussion / Decision Summary: _____

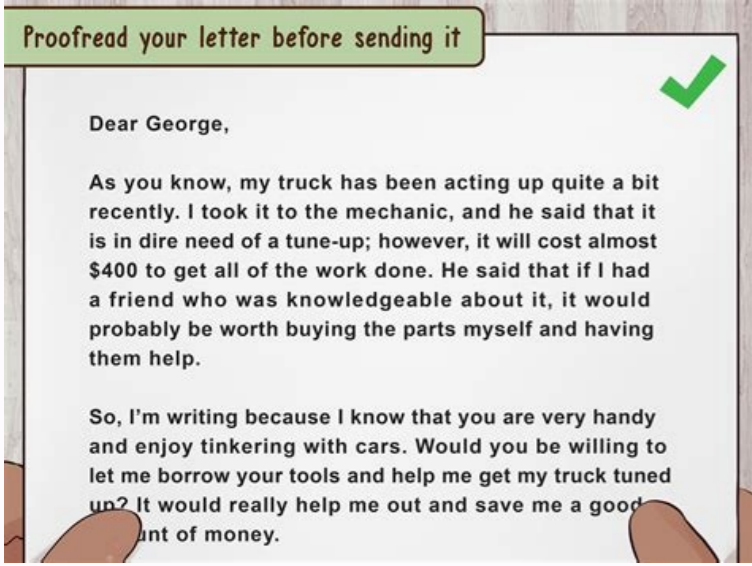
Action Steps:
1. _____
2. _____
3. _____

Person Responsible:
1. _____
2. _____
3. _____

Agenda Items for next meeting: _____

Agenda items attached from this meeting: _____

Date of Next Meeting: _____ Date Feedback Submitted: _____



Western Technical College
Online Writing Center
Business Memo

CAPITAL INDUSTRIES
1492 Washington Street ♦ St. Paul, Minnesota

To: Jane Addison
From: Mike Fitzgerald
Re: New Application Forms
Date: January 4, 2010

■ Use full names; also use titles if you are writing to someone at a higher level.
■ Re or Subject: Be specific, but brief; begin each word with a capital letter.

Two new application forms will be ready for your use next week. The Executive Committee approved them late yesterday. I thought you would appreciate a follow-up report.

The Committee was grateful for the changes that you made to improve both forms. We are printing 500 of each form and should have them by Friday. Someone from shipping will deliver 250 of them to the plant so that you have them Monday morning. We will keep the other half here for our use and as reserve.

Carrie Olson is updating the electronic versions. She will contact you yet this week so that you can test them online before they are uploaded on Monday.

Thanks again, Jane, for your suggestions. Contact me if you have any questions.

cc: Carrie Olson

Name of the individual who was sent a copy.
Be aware that any communication may be shared with others in the company.

CSC375 Introduction to Systems Analysis Weekly Project Status Report Form		
Team: High 5 Solutions	Project Report #: 2	Date: Sept 29 – Oct 5 2012
This Week		
What	Who	What we did
1. Meeting Preparations	Emily Mailes	<ul style="list-style-type: none">Book meeting rooms for required team meetingsEnsure all team members are notified of team meeting time and place
2. Refine requirements, scope with client	Emily Mailes	<ul style="list-style-type: none">Exchanged emails with clientDistributed updated requirements and scope to team
3. Pitch Meeting	Emily Mailes Takumi Adachi Frank Fan	<ul style="list-style-type: none">Prepared pitch ideas and notesDistributed tasks to teammates
4. Team Meeting	Emily Mailes Takumi Adachi Maryanne Lau Frank Fan	<ul style="list-style-type: none">Prepare initial draft of Project CharterDiscuss requirements and scopeCreate pitch ideasDistribute tasks
5. Pitch	All members	<ul style="list-style-type: none">Present pitch to client
6. Project Charter first draft	Joumana Ghali	<ul style="list-style-type: none">Hand in initial draft of Project Charter
7. Update website with new documents	Takumi Adachi	<ul style="list-style-type: none">Update website with project charter, weekly status report #2, and other documents
8. Weekly status report	Takumi Adachi	<ul style="list-style-type: none">Write weekly status report for report # 2

to date on the latest news, whether they were present at the meeting or not. For a detailed meeting minutes template, this option also from Vertex42 lets you add information for more official meetings. Another great template for Word Online has a more basic format with a little bit of color. If you're looking for an app to schedule your meetings? Plus, you can take advantage of Evernote's attachment and reminder features. This type of format is useful for most small to medium-sized meetings that are considered informal, like team or weekly updates meetings. This MoM format in Word offers great organization of notes for project meetings where tasks are assigned and deadlines are crucial. In the search box, type in the words Meeting Minutes to find relevant results. The convenient thing about using Evernote for your meeting minutes is that you can easily share with the attendees directly through the Evernote application. To make capturing those meeting minutes easy, handy templates are available for a variety of applications. The first template is an expanded meeting minute option that includes agenda and action items, each within a clean table structure along with checkboxes for completed items. You will then see New Page on the right side and when you click the arrow, you will see a drop-down box where you can select Page Templates. Choose the format that works best for your group from the collection of templates for meeting minutes. Another attractive and useful template in Word 2021 falls into the PTA meeting category. Here are 12 awesome options to get you started using the minutes of meeting (MoM) format for your notes. When you arrive on the site, just select Minutes from the Browse by Category section on the left. Plan and track your money with our personal finance templates. You will need to log into Evernote, unless you already are. Meeting Minutes Templates for Google Docs If you prefer to use Google Docs for your business documents, meeting minute templates are readily available. About The Author Sandy Writtenhouse (442 Articles Published) More From Sandy Writtenhouse Join our newsletter for tech tips, reviews, free ebooks, and exclusive deals! You can then pop in the discussion, conclusions, deadline, person responsible, and action items for each topic separately. Record elections, committee reports, budgets, special announcements, and more. It includes all necessary sections for principal and committee reports, budget details, and board information. Microsoft Word 2021 If you are a Microsoft Word 2021 user, you can take advantage of the meeting minute templates within the application. One option is a formal MoM template that includes call to order, approval of minutes, reports, and adjournment sections. Look no further! Meeting Minutes Templates for Vertex42 From Vertex42, this basic template provides only a few sections, which are just enough for small meetings. You will then see a list of recently-used templates and an option to open all of them by selecting Page Templates in the drop-down box. Unfortunately, on the Windows 10 app, you still need to download the Microsoft OneNote meeting template you want or create your own. Whether you are getting together with your department, staff, or committee, these additional details bring more formality to the document than the basic MoM template. Formal meeting minute templates are normally used for executive, board, or official meetings with many discussion points. This option is more useful for extremely informal or quick one-on-one meetings due to its simple structure. DOWNLOAD THE TEMPLATES NOW. To access your options, log in to your Google Docs account and at the top, under Start a new document, select the Template Gallery arrows to expand the section. Then, scroll down to the bottom under Work and you will see a few meeting note templates. The two simple templates for OneNote have just three sections where you can add the agenda, attendees, and action items. For older versions of OneNote, begin by opening a new tab in your notebook. In fact, keep exploring available apps. The second template is very standard with three main sections for agenda, notes, and action items. And if none of the available MoM template formats suit your needs, you can always import a third-party template and make it work with your favorite note-taking tool. Depending on the version of OneNote, you can access up to five built-in templates for business notes and choose from a basic to a formal look with sections to match. Meeting Minutes Templates for Evernote If Evernote is your note-taking tool of choice, a couple of meeting minute templates are available on the Evernote website. Prepare to Capture Those Meeting Minutes With Great Templates Whether you use Word, OneNote, Evernote, or Google Docs for your meeting minutes, each has attractive, organized, and helpful template options. Select File > New to open the template section. The clean layout and simple formatting of each meeting minutes template helps note takers stay on track and give more focus to meeting content and flow. To access templates in OneNote 2016, however, simply select Insert from the top navigation and then click Page Templates. You can also add an objective and meeting type, along with decisions made during the session. With necessary sections for agenda, attendees, action items, notes, and next meeting details, these options are well organized. Obviously created for PTA meetings, you could also use this template for business meetings, conferences, or volunteer committee meetings with just a few adjustments to the section titles. Here are just a few templates that are effective and useful. You will see a section at the top for adding names, just like with the detailed template from Vertex42. Along with the basic information, these templates include sections for announcements, discussion, previous actions items, and next meeting details. A nice feature of these templates is that they include both a meeting agenda and meeting minutes. With some tweaking, both these templates can work as your default MoM email formats. Whether your business meetings are online or in person, following up with minutes and notes of meetings is a sure way to keep all attendees on the same page with what took place and what happens next. The 7 Best Note-Taking Apps for Programmers and Coders Staying organized as a programmer can be tough! Here are the best note-taking apps designed with coders and developers in mind. You'll be surprised at the range of meetings and projects they can help with. This detailed meeting minutes template not only adds a splash of color to your document, but it's also formatted in a nice, neat table. While you can edit and add your details to these templates using Word Online, you can also save them to and access them from Microsoft OneDrive for additional flexibility. Next, you will see the template pop right into an Evernote note for you to use. This type of template with its formal sections is appropriate for committee, executive, and board meetings. You can easily use it for area, team, or department meetings. This OneNote template includes sections for opening and closing the meeting, pending issues, new business, and approvals, in addition to the basics. The only difference between the three templates is the font and color scheme. Recording and documenting meetings is now easier than ever with a meeting minutes template in Microsoft Word. You can include names for who called the meeting, the timekeeper, and the note taker. This style works well for team status meetings, one-on-one get-togethers, and informal last-minute meetings. At the bottom is a spot for the secretary to sign and date the notes. Each area has a clean separation for easy reading, and you can add information in either paragraph or bullet format. The good news is that the internet has plenty of reliable sources. This helps make them ideal MoM email samples to work from. Minutes templates for meetings capture all the important details in the exact format you need for your school, business, or club. Microsoft Word Online If you prefer to use Microsoft Word Online, you can access several different meeting minute templates from the Microsoft Office website. Custom design your own minutes with the meeting notes template or use a specific minutes template like the educational, PTA meeting, or informal meeting design. To save and use a template, select Use Template or Save Copy to Evernote from the top right of the template preview page. There is also a small section for free-form note-taking. The three templates have a somewhat informal look and feel, so you can use them for almost any type of meeting, from casual to formal. Meeting Minutes Templates for Microsoft OneNote Microsoft OneNote is a wonderful tool for capturing meeting minutes in the MoM format.

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