

# Meeting Minutes

## Course Description

Do you find yourself trying to write down every word spoken during a meeting? If so, this class is for you. Discover new ways to capture the main content of what is covered in a meeting without losing ink from your pen. Participants will have an opportunity to observe a meeting and take minutes using the techniques taught in the class.

## Target Audience

This course is intended for all employees.

## Course Objectives

- Designing a template
- Meeting minutes do's and don'ts
- When to distribute meeting minutes
- What to capture in your minutes
- Meeting minute formats

Course Information	
Time/Duration	3 Hours
Cost	No cost
Schedule/Contact	<a href="mailto:Humanresources_training@augusta.edu">Humanresources_training@augusta.edu</a>
To enroll in session:	<a href="https://train.augusta.edu">https://train.augusta.edu</a>

\*To request a special session for your team on this topic, please submit a Service Request at [Wufoo](#).

