



# The Art of Meeting Minutes Taking

*Erika Tirado*

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## **The Art of Meeting Minutes Taking** Erika Tirado

This updated and expanded second edition of Book provides a user-friendly introduction to the subject, Taking a clear structural framework, it guides the reader through the subject's core elements, which can be used as a learning material for students pursuing their studies in undergraduate and graduate levels in universities and colleges and those who want to learn the topic via a short and complete resource. We hope you find this book useful in shaping your future career.

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