

ASGA WEBINAR

JUST a MINUTE! A GUIDE TO TAKING ACCURATE MINUTES

Thursday, June 13, 2013 • 2:00 PM - 3:00 PM EST

Too much or not enough? Exactly what should be in your meeting minutes? Participants will learn about the importance of this document as well as the essential components to good minutes, and have an opportunity to correct a set of sample minutes.

LEARNING OUTCOMES:

- Review minutes and determine good from bad
- Summarize the key points of a debate
- Communicate the skills necessary to writing good minutes

The Webinar will be led by ASGA speaker Chris Jachimowicz, a registered parliamentarian, veteran administrator and SG advisor.

This free one hour Webinar is for ASGA member institutions in good standing only!



<https://attendee.gotowebinar.com/register/6835158363804803328>

REGISTER TODAY!

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