

5

Steps to write a **MEETING REPORT**



Start With the Basics

A professional meeting report should be able to cover three important things: the reason the meeting took place, where it was being held, and the schedule.



Make a List of the Participants

Even a simple meeting report must contain the name of every single individual. While writing, be sure to put in their first and last names.



Point Out What Was Covered

Make sure that each one you list down has a proper description so that the reader can easily discern what it was that everyone managed to cover.



Share the Actions and Tasks

It is very likely that those who were involved discussed what kind of actions must be taken as well as what tasks need to be done in order to solve a problem.



List Down What Was Agreed

Point out what particular actions have been agreed upon by those involved in the meeting. You must first point out exactly which ones were accepted.

A Report On A Meeting

**British Association for the
Advancement of Science, British
Association for the Advancement of
Science. Meeting**

A Report On A Meeting:

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