

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:

Report of the Proceedings of the ... Meeting of the Convention of American Instructors of the Deaf Convention of American Instructors of the Deaf. Meeting, 1971 List of members in 15th

Report of the ... Meeting of the British Association for the Advancement of Science British Association for the Advancement of Science, British Association for the Advancement of Science. Meeting, 1920

Report of the Sixteenth Annual Meeting, the State Business Men's Association of Connecticut, (Inc.) State Business Men's Association of Connecticut. Meeting, 1914

The Law Times Reports of Cases Decided in the House of Lords, the Privy Council, the Court of Appeal ... [new Series]., 1897

Report of the ... Annual Meeting of the State Bar Association of Indiana State Bar Association of Indiana. Annual Meeting, 1913

Extracts from the Minutes and Epistles of the Yearly Meeting of the ... Society of Friends ... Society of Friends. London Yearly Meeting, 1871

Report of the Assistant Director and of the Curators of the U.S. National Museum United States National Museum, 1892

Rules of Discipline of the Yearly Meeting of Friends Society of Friends. Philadelphia Yearly Meeting, 1893

Proceedings of the American Pharmaceutical Association at the Annual Meeting American Pharmaceutical Association. Annual Meeting, American Pharmaceutical Association, 1886 The issues for 1857 1911 include Report on the progress of pharmacy The last volume 1911 contains only Report on the progress of pharmacy the constitution by laws and roll of members

Report of the ... Annual Meeting of the Directors, Delegates, and Members of the Millers' National Federation Millers' National Federation, 1915

Annual Report of the State Board of Live Stock Commissioners ... Illinois. Board of Livestock Commissioners, 1897

Transactions of the ... Annual Meeting of the Association of Military Surgeons of the National Guard of the United States ... Association of Military Surgeons of the United States, 1897

Minutes of the North Carolina Yearly Meeting North Carolina Yearly Meeting of Friends (1698-), 1884

Report of the State Board of Agriculture to the Legislature of Kansas, for the Year ... Kansas. State Board of Agriculture, 1874

Verbatim Report of the Regular Annual Meeting American Transit Accountants' Association, 1904

Annual Report of the Secretary of the State Board of Health of the State of Michigan, for the Fiscal Year Ending ... Michigan. State Board of Health, 1896

The Code of Federal Regulations of the United States of America, 1992 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

The Law Times Reports, 1875

Report Connecticut. Public Welfare Council, 1896 Reports for 1948 50 1950 52 include section Directory of social agencies

Herapath's Railway Magazine, Commercial Journal, and Scientific Review, 1849

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