

# Communicating in the Workplace

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## *Administrative Accounting and Bookkeeping Program*

### Example 7A: Record of Decisions

**[Subject Line] Jurassic Park Committee Meeting — RoD**

**Date:** Friday, 5 December 2025

**Time:** 1:00 PM–2:00 PM

**Location:** Room 820

**Present:** Aliya, Kimmy, Sabrina, Shiho

**Regrets:** Liza, Vy

#### **1. Fencing For Raptor Pens**

After some discussion it was unanimously decided that the fences for the Raptor pens only need to be 2 metres high.

**Action:** Kimmy to obtain fencing bids from no fewer than three of our regular suppliers.

**Due:** To be presented at our next regular Committee Meeting, Friday, 12 Dec 2025.

#### **2. Mutating DNA for Super Dinosaurs**

After much discussion we will go ahead with the DNA mutation experiments with the goal of creating a super-dinosaur to be our centre-piece attraction.

Shiho wished it noted on record that she is opposed to this decision.

**Action:** Aliya will inform the Mad Scientist Team and act as liaison.

**Due:** Initial progress report due to this Committee NLT Friday, 9 Jan 2026.

Proof of Concept due to this Committee NLT Friday, 13 Feb 2026.

#### **3. Tyrannosaurus Rex Rides...**