

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-08 (12 December 2025)

Effective Meetings

1. Watch the YouTube video of a sample meeting at:
<https://www.youtube.com/watch?v=-oXHqIKrBbQ>
2. Write up a simple minutes / Record of Decisions for this meeting, and email them, NLT Noon on Thursday, 11 December, to me at: danielthrpe@gmail.com.

Notes: Write your minutes in the body of the email as shown in the Example 7A handout. Do not write them as a separate document and attach as a Word .docx file or .pdf. Use the following headings for your minutes:

Meeting: Fair Threads Weekly Team Meeting.

Date & Time: 1:00 PM, Friday, 1 August 2025

In Attendance:

- [First Name & Title]
- [Second Name & Title]
- [Etc]

Discussion:

[Briefly summarize the discussion by Agenda item.]

Action:

[List any action items with task, person(s) assigned, and due date.]

Next Meeting: 1:00 PM, Friday, 8 August 2025

Formal Presentation

If you haven't already presented, be prepared to deliver your Formal Presentation (10 minutes total, including three for questions).