

ASSESSMENT # 5

Total Marks: 30

- 1.** Give short answers to the following questions:
 - i. What are meeting minutes and why are they recorded?
 - ii. Briefly explain the responsibilities of the PA/secretary after the meeting/conference has finished.
 - iii. Explain some of the purposes and objectives of business meetings.
- 2.** Select five of the common problems when scheduling meetings in the course materials. Explain how each issue respectively could be addressed and/or avoided.
- 3.** Create an example of a meeting agenda from the prospective of a PA/secretary organising the event.