

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.