

### ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

- Q: 1:** What is your role as the Minute-Taker? What are the tasks you are expected to perform? (10)
- Q: 2:** Describe the importance of minute-taking and understand how OneNote can make the process more Efficient, organized, and reliable. (10)
- Q: 3:** What are the key minute-taking skills and apply these during and after meetings to produce excellent meeting minutes with OneNote and other tools. (10)