

- 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.**