

### ASSESSMENT # 7

Total Marks: 30

Answer the following questions:

1. What is your role as the Minute-Taker? What are the tasks you are expected to perform?
2. Describe the importance of minute-taking and understand how OneNote can make the process more Efficient, organized, and reliable.
3. Write that what minutes are suitable for formal meetings, semi-formal meetings, and using the templates provided in Minute-Taker notebook.
4. "Efficient Minute-Taker with OneNote in any type of meeting" Discuss
5. How can Minutes taker prepare and maintain a minute book