

BSBADM502 Manage meetings

Practical Assessment

Conduct a meeting with friends or family discussing a topic of your choice and complete the following tasks:

Task 1:

In a Word Document, create an example of an email invitation you would send to members when organising a meeting.

Task 2:

Write an agenda for your meeting including those attending, planned discussions and key points.

Task 3:

Hold the meeting

- Create the minutes of the meeting and summarise how the meeting went, what it included, who attended and its duration.