

Where are your meeting minutes going, anyway?

Question: "I've been asked to take meeting minutes for the last two years, but as far as I know, no one has ever even looked at them afterwards. It seems to be just a ceremonial thing, but I'm afraid to point it out. I'm wondering how many admins out there take minutes only to find later that they're not really used for much at all!" - *Corinna, Administrative Assistant*

Leave your response below!