

# Minutes

Meeting title: Event Planning Meeting

Date + Time: October 03, 2023, @ 1:30 p.m.

Location: Conference room 8, Xezfo

<b>Attendees:</b>  Josh Smith, Director of Marketing Jessica Taylor, Director of Finance Stephen Waylan, Associate		<b>Agenda</b>	
<b>Absentees:</b>  Jane White, Associate		<b>Agenda item 1:</b> What should our upcoming seminar title be? <ul style="list-style-type: none"><li>The title should display and reinforce our expertise in the field.</li></ul>	
<b>Goals and milestones</b>		<b>Progress tracking</b>	
1. Brainstorm and shortlist three possible titles. 2. Confirm prior guest speakers' availability. 3. Source one additional guest speaker.		Goal 1	In progress
		Goal 2	In progress
		Goal 3	In progress
<b>Roadblocks</b>		<b>Action items</b>	
<b>Goal 1:</b> <ul style="list-style-type: none"><li>Brainstorming revealed a new angle for one of the seminar's talking points. Currently gathering relevant information for consideration.</li></ul> <b>Goal 2:</b> <ul style="list-style-type: none"><li>One of our star guest speakers is unavailable for the projected time and date. Currently working on sourcing a replacement speaker.</li></ul>		<b>Goal 1:</b> <ul style="list-style-type: none"><li>Stephen Waylan and Josh Smith will work on the new talking points while the marketing team continues their brainstorming process.</li></ul> <b>Goal 1:</b> <ul style="list-style-type: none"><li>Jessica Taylor and Jane White will perform outreach to source two new guest speakers.</li></ul>	

# Make It In Minutes

**Ying Liu**



**Make It In Minutes:**

## **Make It In Minutes** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has are more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Make It In Minutes**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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