

Meeting Notetaker 731721

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Company: MASHPOINT LLC

Location: Boston

Category: other-general

Position: MeetingNotetaker Location: Boston MA02111 Duration: 2 Months(Possible Extension) ShiftSchedule: 1st Shift Monday Friday **Note: The duration of this project will be 2 monthsapproximately 68 meetings a month. The clientis anticipating about 65 hours total to complete thisproject. It has flexibility with weekly hoursbased on the candidates schedule as long as the project is donewithin the 2 month time frame. The expectationis that this person will use their own computer but one can beprovided if necessary.Summary: Thisposition will be responsible for drafting formal accurate andconcise summaries (minutes) of previously recorded council meetingsworking from video recordings and transcripts. Responsibilities: This position will be responsible for drafting formalaccurate and concise summaries (minutes) of past virtual councilmeetings working primarily from video recordings andtranscripts. This requires attention to detailand the ability to summarize lengthy and complex conversationsfollowing formatting and style conventions withintemplates. Review lengthy video recordings andtranscripts of past meetings including technical presentations andlarge group discussions focused on transportation topics. Concisely summarize meeting content whilecapturing key discussion themes and individual questions andcomments. Identify key decisions made duringeach meeting including discussion consensus and proceduralvotes. Deliver deliverables (minutes and allfinal revisions based on supervisor feedback) before legallymandated public posting deadlines. Correctlyidentify and cite individual meeting participants.Adhere to preset formats and style guidelines withindocument templates. Work closely and regularlycommunicate with staff/supervisor to resolve organizational andeditorial issues ensuring accurate representation of complexprocesses and

programs discussed in meetings. Maintain organized progress records. Required Skills: Strong writing and proofreading abilities Organization and attention to detail General knowledge of Roberts Rules of Order Proficient with Microsoft Word and Google Docs Skill Required / Desired Amount of Experience meeting notes Required 1 Year transcribing Required 1 Year organization and attention to detail

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