

## Meeting Notetaker 731721

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Company: MASHPOINT LLC

Location: Boston

Category: business-and-financial-operations

**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 detail and the ability to summarize lengthy and complex conversations following formatting and style conventions within templates.

Review lengthy video recordings and transcripts of past meetings including technical presentations and large group discussions focused on transportation topics.

Concisely summarize meeting content while capturing key discussion themes and individual questions and comments.

Identify key decisions made during each meeting including discussion consensus and procedural votes.

Deliver deliverables (minutes and all final revisions based on supervisor feedback) before legally mandated public posting deadlines.

Correctly identify and cite individual meeting participants.

Adhere to preset formats and style guidelines within document templates.

Work closely and regularly communicate with staff/supervisor to resolve organizational and editorial issues ensuring accurate representation of complex processes 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

**Cross References and Citations:**

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