

The Operations Director is asking a production team leader to help him organise a meeting. Listen to their conversation and complete the form below. 

STT SCIENCE

Meeting Preparation Form

Date: ¹ Time: ²

Type of meeting: *Operations*

on-site meeting off-site meeting

Meeting place: ³

Number of participants: ⁴

Participants: Operations Director, production team leaders, ⁵ and four people from LabTools

Topic: *Presentation to LabTools*

Audio-visual request: laptop, ⁶ and ⁷

Refreshments: ⁸ , fruit and ⁹

Meeting Organiser: *Brooke Leads*