

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

ETI 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