



Architect's Meeting Minutes Journal: Black Cover

Michael E. Pipkins

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The Architect's Meeting Minutes Journal is specifically designed for Architects to record all the meeting discussions for a project, and to increase transcription speed and accuracy. Note meeting participants (in person or by phone or video conference); record discussions; assign tasks & due dates. Check off completed items. Includes reference: calendars; architectural scale & pitch / slope conversions. This publication is part of a suite of publications geared towards architectural project management. Use in connection with the "Architect's Project Manual Workbook" and the "Architect's Construction Observation Report Log".

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