

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. Conclusion**

The writer would like to explain the result of this final report. The writer had working experiences in writing meeting minutes for ASEA-UNINET Joint Program for Inbound Staff Mobility 2019. It was such an honor to be part of the special event of Universitas Airlangga. The writer also improved her writing skills especially in writing meeting minutes. By doing her internship, the writer gains new knowledge and becomes more confident in workplace, especially for meeting occasion.

Based on the previous chapter, the writer concluded some essential points. First, there are many steps in writing meeting minutes, before the meeting, during the meeting and after the meeting. Second, there are several problems in writing meeting minutes of ASEA-UNINET Joint Program for Inbound Staff Mobility 2019, for instance, incomplete names of participants from panel discussion section; unprepared for meeting minutes format of AGE; the writer has writer's block to write meeting minutes for the first time; the writer wrote the meeting minutes word for word in details and neglect essential points to write.

Third, there are solutions in writing meeting minutes. The writer checked the attendance list and the writer's supervisor helped her to fill all the participants names; the writer changed the format of minutes into formal meeting minutes of AGE and the supervisor gave correction to the writer's minutes; the writer asked the supervisor