Digital Byte Training Guide
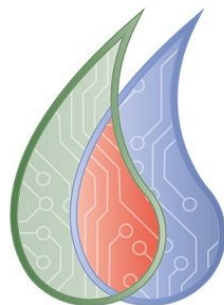**Meeting Tips**

Key Concepts in This Training Include:

The Two Things I Found Most Important in this Training are:

How Could I Apply These Concepts in my Everyday Work at the library?:

Further Reading: [How Much Time Do We Spend in Meetings?](#)
[The Science of Better Meetings](#)
[Effective Meetings Agendas With Examples](#)