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Topic:- Meeting and its types.

Course:- Education

Paper:- 304

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objectives

- Learning Objectives
- What are meetings?
- What are the different purposes for meetings?
- Types of meetings
- Organizing meetings
- Writing tasks in meetings



Meetings

- A meeting is a gathering of two or more people where positive discourse* occurs. Of course their purposes will vary.

- Standard verbal expression in speech or writing. An extended communication dealing with some particular topic.



Meetings

- Meetings enable face to face contact of number of people at the same time.
- Provides opportunities for sharing information, making suggestions and proposals, taking discussions and obtaining instant feedback.
- They facilitate exchange of views




Meetings facilitate

- Exchange of information
- Articulation of alternative viewpoints
- Deliberation on specific issues
- Removal of misconceptions

Cont...

- Elaboration and clarification of concepts and ideas
- Finalization of plans and strategies
- Review of performance
- Enlistment of support and a host of such communication needs, so essential in a business or organizational context
- They facilitate intensive interaction with individuals as well as groups, and achieve much more than any written communication

Meetings, purpose

- **To coordinate or arrange activities**
 - **To report on some activity or experience**
 - **To put forward ideas for discussion**
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Meetings, purpose cont..

- **To instruct a group of people, briefing**
- **To discuss and solve problems related to business**
- **To give and get new ideas and immediate reactions**

Meetings, purpose cont...

- **To generate enthusiasm and positive attitude.**
 - **To arrive at consensus on issues.**
 - **To learn from others and to train others.**
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- A decorative graphic consisting of several overlapping, wavy blue lines that sweep across the lower half of the slide, creating a sense of movement and flow.

Meetings, purpose cont...

- To create involvement and interest to obtain assistance

- Reviewing operations

Meetings, purpose cont...

- Communication with other parties to inform of give external input
- Considering and enabling successful planning throughout the organization

10 Golden Rules for meetings

- **1. The meeting should be convened only when it is essential**
- **2. Meetings should have time schedule and must begin and end on time**
- **3. Meetings should be convened only when no telephonic discussion is possible**

Rules cont...

- 4. They must have clear and specific agenda and sub agenda
- 5. They must have clear objectives
- 6. Time limit should be specified for each item of the agenda and sub agenda
- 7. The notice of the meeting should be sent well in time before the meeting, to those who are required to attend the meeting and can make useful contributions

Rules cont...

- 8. Conclusion of a meeting is summarized so that each one understands the summary of the proceedings.
- 9. Action oriented minutes should be prepared and circulated after the meeting.
- 10. Meeting should be closed on a pleasant note.

Meetings types

- **Annual General Meeting (AGM)**
- A meeting held every year to inform an organization's members of previous and future activities. (Assess the business) This meeting is often required by law or the constitution or charter of an organization. (Statutory Meetings)
- Directors and shareholders
- 21 days notice

Meeting types

- **Board meetings**
- A management meeting involving the board of directors of an organization.
- Board of directors
- Board of governors
- Syndicate

- They are held as much as individual companies require
- Attended by all board members and chaired by chairman of board

Meeting types

- **Committee meetings**
- A meeting of a group set up from a larger group to manage specific issues.

- **Senior management meetings**
- A meeting of senior members of an organization, but not including the board of directors.
- Attended by managers like marketing manager, production manager, sales manager, finance manager, research and development manager and may be chaired by GM

Meeting types

- **Departmental meetings**
- A meeting of the staff in a department for planning, discussion and reporting.
- Chaired by chairman of the department
- Finance dept
- Quality dept
- Export dept

Meeting types

- **Staff meetings**
- A meeting of all the staff from part of an organization.
- To schedule the working within the dept

Meeting types

- **Working parties/Project groups**
- A meeting of people nominated to work on a specific task or project.

Meeting types

- **Steering meeting**
- Meeting of a group that take an overview of a project. Not just the project team, this group may include senior members of staff and external people to help give a different viewpoint.

Meeting types

- **Team briefings**
- A meeting for the supervisor or manager of a team to delegate tasks, discuss team issues and motivate the staff.

- Formal
- Informal

Meetings Codes

- Start and end on time
- Be present on time and be prepared mentally
- Establish Objectives
- Set an agenda

Codes cont...

- Be brief and precise
- Don't dominate the discussion
- Listen to others
- Encourage participation for ideas

Codes cont...

- Don't interrupt unnecessarily
- Don't evaluate presentations
- Give full attention to discussions
- Stay close to the subject

Codes cont...

- Don't have side conversations
- Resolve related conflicts and issues
- Decide on follow-up action
- Record ideas/discussions
- Assess the outcome in the end

Planning a Meeting

» Pre

» In

» After

- As you plan a meeting, determine the focus of the meeting
- Decide who should attend
- Choose the best time and place to hold it
- Prepare an agenda for the meeting
- And determine who should take the minutes.

Determine the Purpose of the Meeting

- Determine the desired outcome
- What should participants know, believe, do, or be able to do as a result of attending the meeting?
- Write a purpose statement for the meeting that answers the questions *what* and *why*
- The purpose of this meeting is to gather ideas from the working parties [*what*] in order to establish new and good business relations [*why*].

Decide Who Should Attend

- Schedule a meeting for a time when all or most of the key people can be present.
- If a meeting must be held without some key participants, ask those people for their contributions prior to the meeting or invite them to participate by speakerphone, videoconference, or such remote methods.

Choose the Meeting Time

- **The time of day and the length of the meeting can influence its outcome.**
- **Monday morning is often used to prepare for the coming week's work.**
- **Friday afternoon is often focused on completing the current week's tasks.**

Meeting time

- Long meetings may need to include breaks to allow participants to respond to messages and refresh themselves.
- Meetings held during the last 15 minutes of the day will be quick, but few people will remember what happened.
- Remote participants may need consideration for their time zones.

Choose the Meeting Location

- Having a meeting at your own location can give you an advantage: You feel more comfortable, which, along with your guests' newness to their surroundings, may give you an edge.
- Holding the meeting on someone else's premises, however, can signal cooperation. For balance, especially when people are meeting for the first time or are discussing sensitive issues
- Meet at a neutral site where no one gains an advantage and attendees may feel freer to participate.

Establish the Agenda

- A tool for focusing the group, the agenda is an outline of what the meeting will address. Always prepare an agenda for a meeting, even if it is only an informal list of main topics.
- Ideally, the agenda should be distributed to attendees a day or two before the meeting.
- For a longer meeting in which participants are required to make a presentation, try to distribute the agenda a week or more in advance.

Establish the Agenda

- The agenda should list the **attendees**, the **meeting time and place**, and the **topics** you plan to discuss.
- If the meeting includes presentations, list the time allotted for each speaker.
- Finally, indicate an approximate length for the meeting so that participants can plan the rest of their day.

Agenda (Notice or memo)

- If the agenda is distributed in advance of the meeting, it should be accompanied by a **cover letter or message informing people of the following:**
 - The purpose of the meeting
 - The date and place of the meeting
 - The meeting start and stop times
 - The names of the people invited
 - Instructions on how to prepare

Minutes Taking

- Taking minutes
- Assign someone to take minutes
- Usually responsibility of secretary assigned by chair



Thank You