

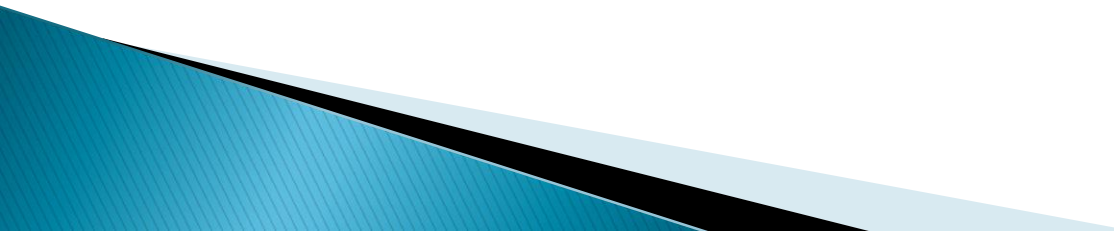
Meetings– Preparation of Agenda Notes– Meeting Procedures– Minutes of Meeting

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What is a Meeting

A meeting is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement.

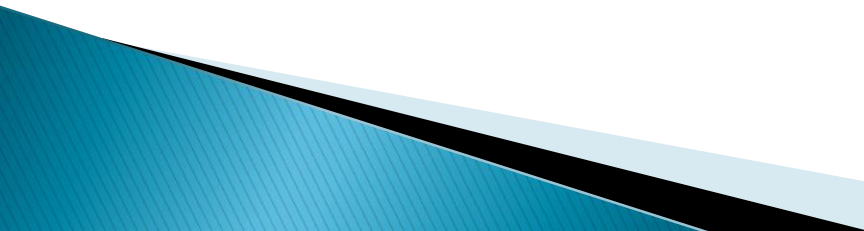
The Purpose of Meetings

- ▶ Pool and develop ideas
 - ▶ Plan
 - ▶ Solve problems
 - ▶ Make decisions
 - ▶ Create and develop understanding
 - ▶ Encourage enthusiasm and initiative
 - ▶ Provide a sense of direction
 - ▶ Create a common purpose
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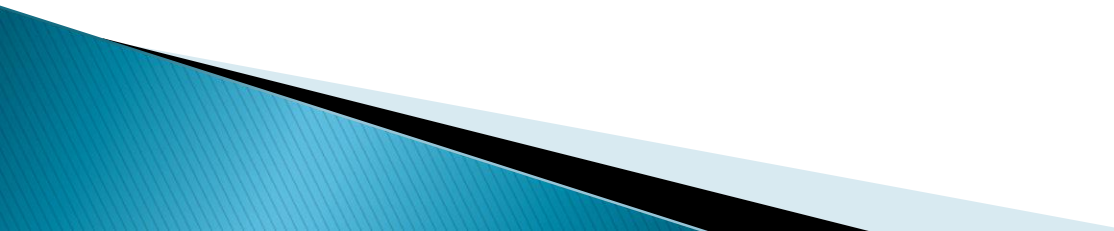
Types of Meetings

- ▶ Informing Meetings
 - ▶ Review Meetings
 - ▶ Consulting Meetings
 - ▶ Problems Solving Meetings
 - ▶ Decisions Making Meetings
 - ▶ Statutory Meeting
 - ▶ Annual General Meeting (Shareholders)
 - ▶ Board of Directors Meeting
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Planning and Preparation for a Meeting

- ▶ Before any meeting ask and resolve the following questions:
 - ▶ What is the purpose of the meeting?
 - ▶ Is a meeting appropriate?
 - ▶ How should the meeting be planned?
 - ▶ Who should attend the meeting?
 - ▶ What preparation is required for the meeting?
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- ▶ The chairperson has to:
 - ▶ Plan, organise and control the discussion of subjects on the agenda.
 - ▶ Maintain the group by encouraging and developing harmonious relationships.
 - ▶ Motivate the individuals by encouraging all to contribute, rewarding their efforts and supporting them in any difficulties.
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- ▶ **What is the Purpose of the Meeting?**
- ▶ **All meetings must have a purpose or aim and the chairperson must ask questions, questions as:**
 - ▶ **What is to be achieved by this meeting?**
 - ▶ **Is advice required on a particular issue?**
 - ▶ **Has a problem arisen that needs prompt discussion?**
 - ▶ **Is this a regular meeting to keep members 'in touch'?**

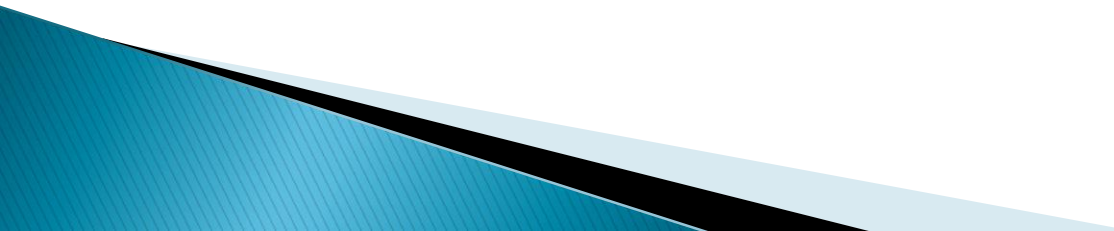
What Preparations are Needed for the Meeting?

- ▶ The purpose of the meeting should be recognised by all.
 - ▶ The Agenda which should be circulated beforehand to all those invited to the meeting.
 - ▶ Give the time and place of the meeting.
 - ▶ List the topics to be covered, indicating who will introduce them.
 - ▶ Have any relevant papers attached.
 - ▶ Give the time the meeting will close.
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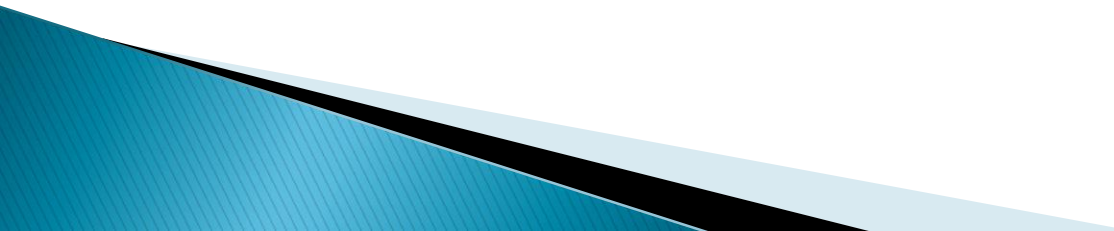
The Agenda and preparation

- ▶ The agenda is the version of the meeting plan shared with meeting attendees.
- ▶ An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. ...
- ▶ Agenda means things to be done.
- ▶ It is usually sent along with the notice /Circular of the meeting.
- ▶ It is a list of the topics to be discussed in a meeting

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- ▶ This is the outline plan for the meeting.
 - ▶ In most formal meetings it is drawn up by the secretary in consultation with the chairperson.
 - ▶ The secretary must circulate the agenda well in advance of the meeting, including any accompanying papers.
 - ▶ The secretary also requests items for inclusion in the agenda.
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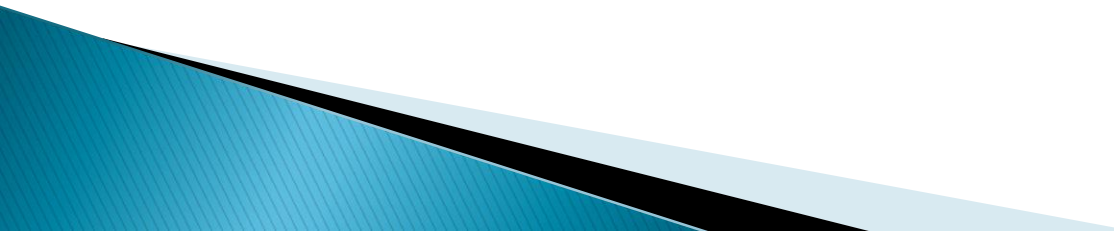
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- ▶ Regular meetings often start with the minutes from the previous meeting and Action Taken Report (ATR).
 - ▶ Most meetings conclude with 'any other business' (AOB) which gives everyone the opportunity for any genuine last minute items to be raised
 - ▶ Meetings may have AOB items listed on the agenda.
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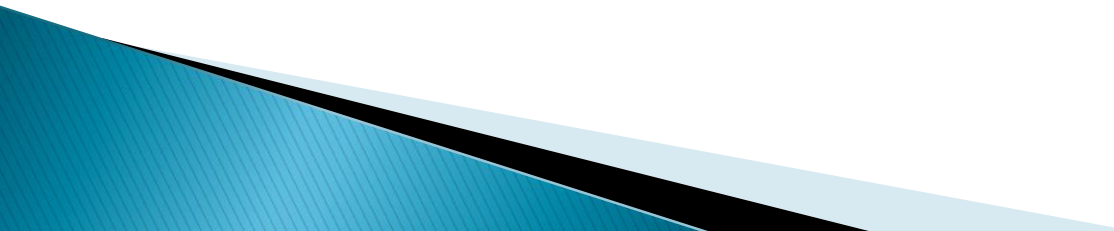
Meeting agenda (sample/Example)

- ▶ The sample meeting schedule – Agenda:
 - ▶ ***MEETING AGENDA***
 - ▶ ***Date: Aug. 1, 2021***
Time: 1 p.m to 5.00 PM
Location: DG's Conference Hall
 - ▶ ***Items for Discussion***
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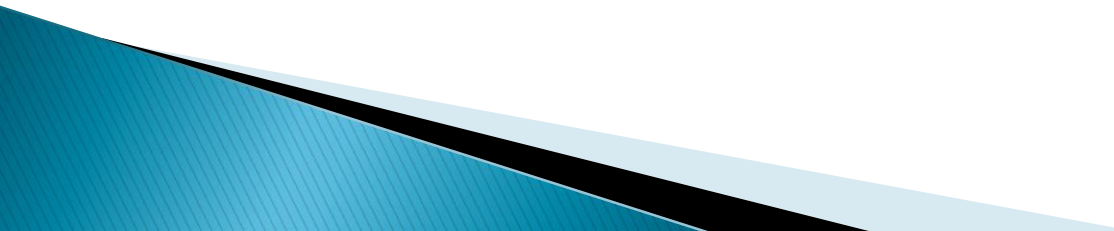
The Agenda Notes

- ▶ Item wise Detailed notes prepared and appended to the agenda and circulated to the members in advance
 - ▶ Agenda Notes facilitates to understand the issue and participate with full knowledge of the subject to be discussed in the meeting
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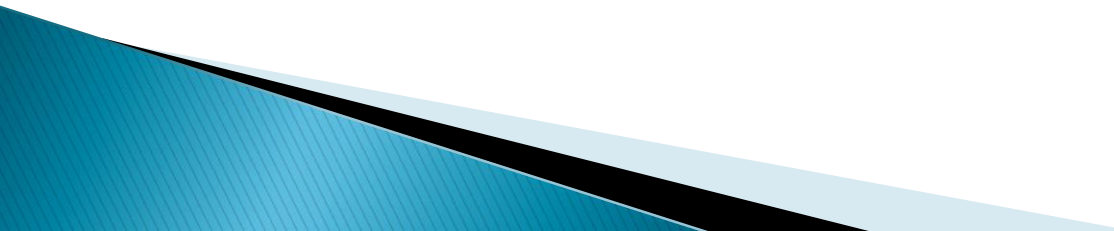
Sample agenda

- ▶ Apologies for absence.
 - ▶ Minutes of last meeting.
 - ▶ Matters arising (from minutes of last meeting).
 - ▶ Item 1 – Training & Development.
 - ▶ Item 2 – Report on Funding.
 - ▶ Item 3 – Finance & Equipment.
 - ▶ A.O.B. (Any Other Business).
 - ▶ Time and date of next meeting.
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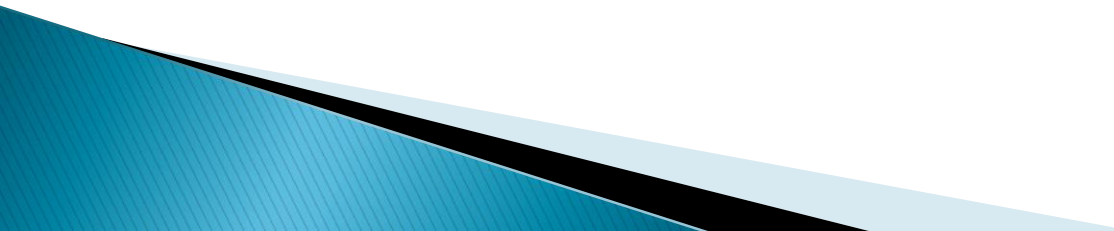
The Role of the Chairperson

- ▶ The chairperson will outline the purpose of the meeting and remind members why they are there.
 - ▶ The chair controls the meeting.
 - ▶ All remarks are addressed through the chair.
 - ▶ Members do not interrupt each other.
 - ▶ Members aim to reach a consensus.
 - ▶ A vote is taken if consensus is not reached.
 - ▶ The majority wins the vote.
 - ▶ All members accept the majority decision.
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The Role of the Members

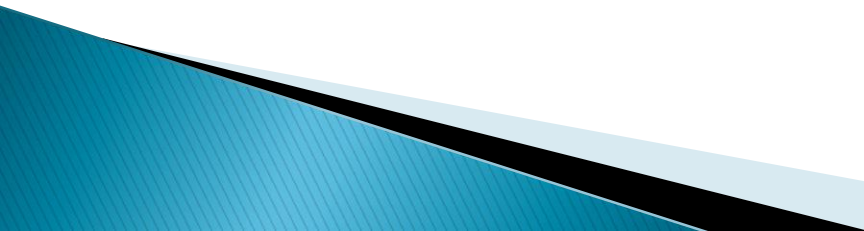
- ▶ All participants should:
 - ▶ Undertake any necessary preparation prior to the meeting.
 - ▶ Arrive on time.
 - ▶ Keep an open mind.
 - ▶ Listen to the opinions of others.
 - ▶ Participate.
 - ▶ Avoid dominating the proceedings.
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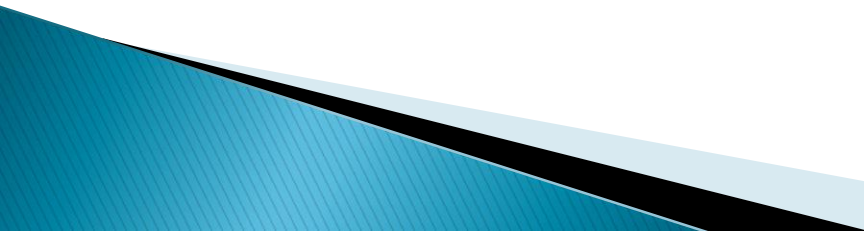
- ▶ Avoid conflict situations.
 - ▶ Avoid side conversations which distract others.
 - ▶ Ask questions to clarify understanding.
 - ▶ Note down any action agreed upon.
 - ▶ After the meeting, undertake any agreed action and brief others as appropriate.
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▶ **Why Meeting Minutes**

Purpose and Use of Minutes

- ▶ **What minutes are**
 - ▶ Minutes are a written representation of the discussions had and decisions made in a meeting
 - ▶ **Why minutes are important**
 - ▶ Minutes enable an organisation to meet its obligation to conduct business in a transparent and accountable manner.
 - ▶ They keep the organisation's membership, stakeholders, or the general public informed on the progress of decisions that affect them.
 - ▶ They also allow teams to check on progress against required actions
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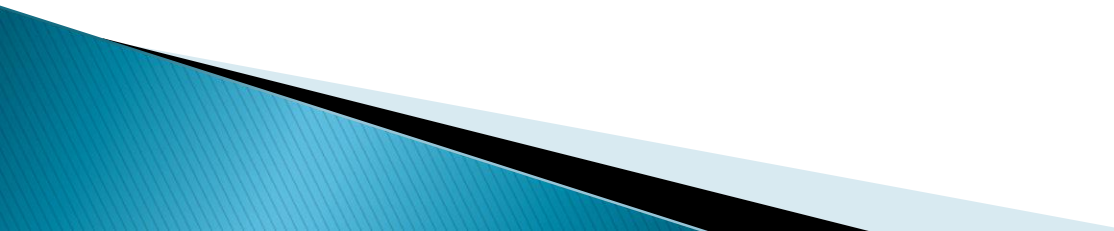
What are minutes?

- ▶ Short notes taken to provide a record of a conference or a meeting
 - ▶ Permanent and formal record of what happened
 - ▶ Summary of discussion and action items
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What do minutes contain?

- ▶ Key points of discussions
 - ▶ Actions to be taken
 - ▶ Assignments given
 - ▶ Deadlines
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Minutes help you check

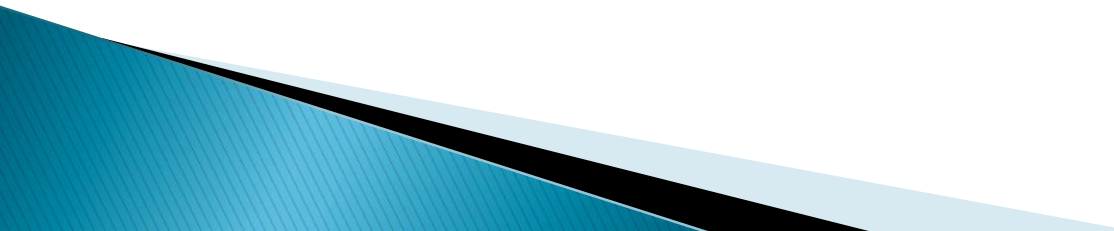
- ▶ If you have stuck to what has been decided
 - ▶ If you have completed your tasks in due time
 - ▶ If you have taken proper actions
 - ▶ If you have progressed with your task
 - ▶ If your participation has been active
 - ▶ Which ideas you have contributed
- 

Minutes help to find out

- ▶ What was discussed in a meeting
 - ▶ Who was involved in the discussion
 - ▶ If the meeting was efficient, and progress achieved
 - ▶ Responsibilities for implementing certain actions
 - ▶ Deadlines
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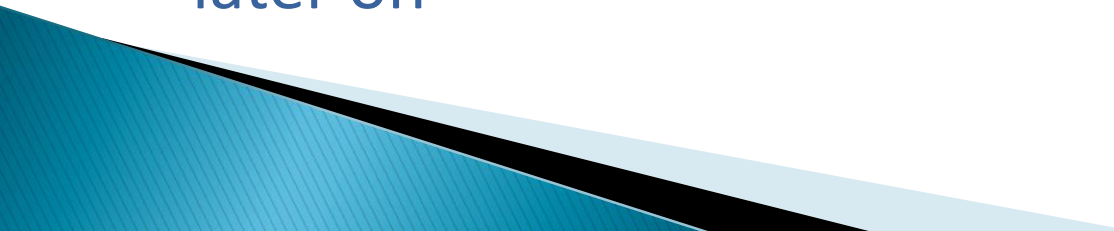
Key Tasks of a Minute Taker

▶ *Before the meeting:*

- Prepare an outline based on the agenda ahead of time, and leave plenty of white space for notes.
 - Prepare a list of expected attendees and check out the names as people enter the room
 - Ensure that all of the essential elements are noted
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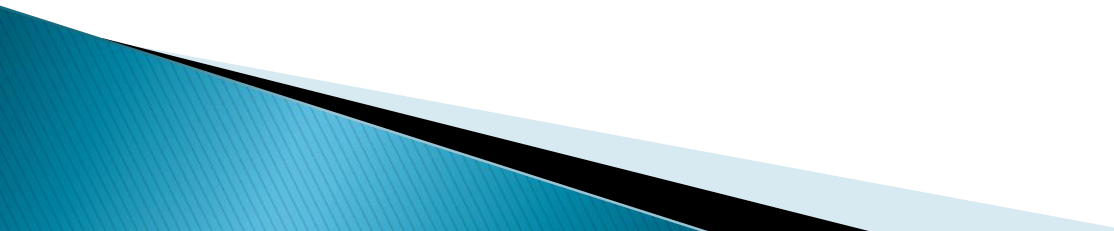
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▶ *In the meeting*

- Do not write down every single comment unless those comments affect the decision made
 - Try to record key issues, major points raised and decisions made
 - If taking minutes for the first time, make sure you take enough notes to be able to summarise them later on
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▶ *After the meeting*

- **Type up / edit the minutes as soon as possible, preferably within 48 hours**
 - **Double check for grammatical and spelling errors**
 - **Make sure you have the minutes approved by the Chair before distributing them**
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The Challenges of the Minute Taker

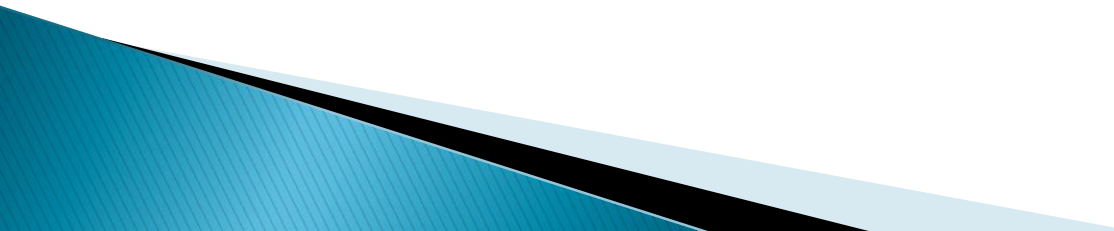
- When hearing/understanding is difficult
- Long debates
- Spelling mistakes
- Being asked to amend or to not include something in the minutes

Key questions

- ▶ **When and where was the meeting? Title/purpose?**
- ▶ **Who attended?**
- ▶ **Who did not attend?**
- ▶ **What topics were discussed?**
- ▶ **What was decided?**
- ▶ **What actions were agreed upon?**
- ▶ **Who is to complete the actions, by when?**
- ▶ **Were materials distributed at the meeting? If so, are copies or a link available?**
- ▶ **Is a follow-up meeting scheduled? If so, when? where? why?**

Essential of Writing Minutes

Setting the agenda

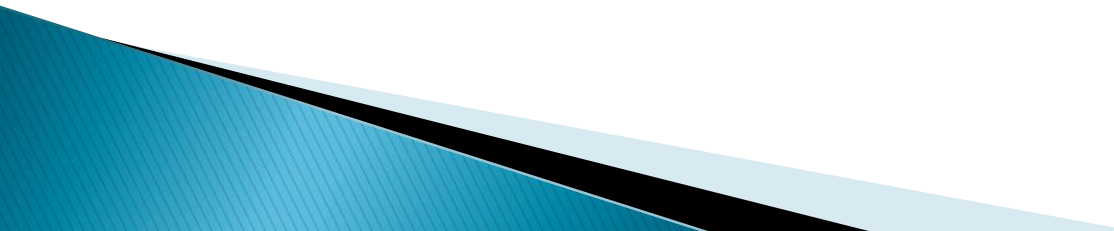
- Frames the structure of the meeting.
 - Consists of a list of items to be discussed.
 - Distributes meeting content in advance for better contribution.
 - Allows chairperson to keep the meeting focused and achieve its purpose.
 - Presents items in order they appear and the limit allocated by the chairman.
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- **Information sharing**
- **Decision making**
 - Identifying issue / brainstorming
 - Persuasion and negotiation / discussion
 - Decision
- **Problem solving**
 - Identifying solution(s) / brainstorming
 - Evaluating solution(s) / discussion
 - Choosing best solution(s) / decision

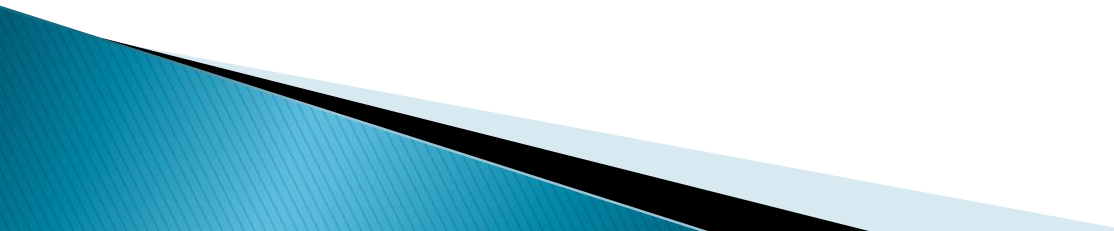
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❖ **About minutes**

1. Can be defined as a written record of the business transacted at a meeting.
 2. May well have some legal and authoritative force.
 3. Must summarize the major contributions to the discussion in such a way that each speaker's interactions are recorded
 4. Must be clear about what the speaker "meant", not just what the individual "said"
 5. The process of minutes writing is a process of interpretation, not just repetition
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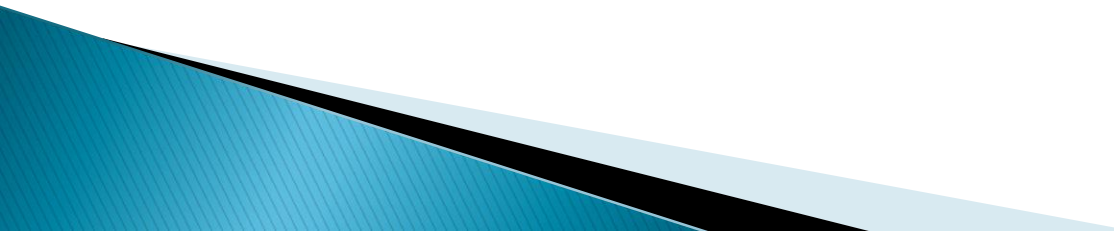
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❖ Check that the minutes

1. Provide a true, impartial and balance account of the proceedings;
 2. Are written in clear, concise and unambiguous language;
 3. Are concise and accurate;
 4. Follow a method of presentation which helps the reader assimilated the content.
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Contd.,

❖ **Elements to be included in a minutes:**

1. Heading (including where and when the meeting was held)
 2. Present (who was there)
 3. Apologies of Absence
 4. Minutes of the previous meeting
 5. Statements of what actually occurred at the meeting
 6. Any Other Business (AOB)
 7. Who was the chairperson and who the secretary
 8. The time the meeting adjourned and when the next meeting is to take place
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Types of minutes writing

1. Narrative minutes

- A summary of the discussion leading up to a decision.
- Useful for meetings that a more detailed record of the discussion is preferable.


2. Resolution minutes

- Actual resolutions are emphasized, but only give brief details of the discussion itself.
- Opinions stated, conflicts among members and disagreements are treated off-record.

3. Action minutes

- Record the decision made on the issue and the action (what) to be taken (by whom) and (when).

The Role of the Minute Taker

- ▶ To present an accurate and concise written snapshot of a meeting
 - ▶ To identify and capture key points
 - ▶ To determine the appropriate language
 - ▶ To keep a record of minutes for future reference
 - ▶ Minutes should be sent out to all members within 3 to 4 days of the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in their minds.
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Thank you

