

LESSON: 8
WEEK: 8
TOPIC: MEETING
AIM: TO INTRODUCE THE IMPORTANCE OF A MEETING AND ITS FEATURES.

Learning Outcomes:

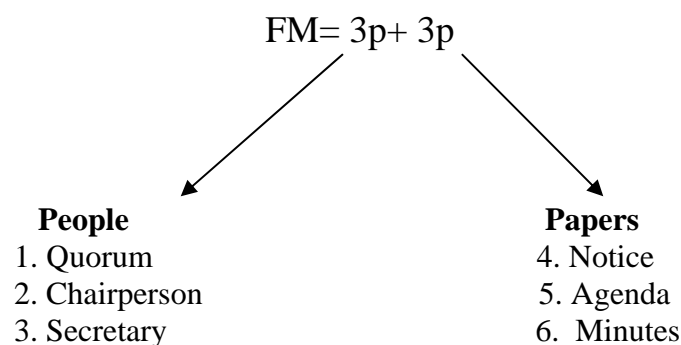
- Business meetings and its importance
- Features of a formal business meeting

NOTES

1. Definition of a meeting
2. Parts of a formal business meeting and its meaning

1. What is a Meeting?

1. Meeting is the coming together of two or more people for any lawful purpose
2. All formal meetings should have the following 6 items. Even if any one of them is missing the meeting is considered invalid
3. Every business meeting is considered a formal meeting
4. There are some informal meetings in business, like a talk in lift, exchange of information in the corridor etc. But this cannot become discussion or be followed as rules and regulations of the company
5. The 6 points mentioned as necessary items for a formal meetings are:



2. PARTS OF A FORMAL MEETING

Quorum

This is the least or minimum number of people needed or necessary to make a meeting valid.

Chairperson

This person is responsible for the success and failure of the meeting. He is neutral for the benefit of discussions. He has certain duties like:

- Calling for a meeting regularly
- Discussing items in the order of the agenda

He is also vested with certain powers like

- He can adjourn the meeting anytime he thinks that the meeting has gone out of control
- He can cast a vote in case of a draw in voting to decide on a matter

Secretary

The person is completely responsible for the documents and arrangement before, during and after the meeting. This person should possess

- Absolute maturity and confidentiality
- A keen sense of business
- Exceptional language power

Notice

This document announces the meeting. It must have the following

- Type of meeting
- Date
- Day
- Time
- Venue

A notice can be distributed personally to every individual. It can be posted at the Notice Board for the staff of every department. Sometimes it is circulated with a list of names for whom it is intended.

Agenda

The agenda is a document which lists the items in the order of discussion at a meeting. Usually the notice and the agenda are prepared together in one sheet of paper. The agenda has certain constant items which should be followed at every meeting. The main items may change according to necessity

Minutes

This is the written record of all that is discussed at a meeting.
The minutes can be written in 3 types of formats

- Verbatim (word for word)
- Minutes of resolution (only the important points are recorded)
- Minutes of narration (every detail of the discussion is included)

This format of writing minutes changes from one company to another, some accept point form, some space for the action and some with sub-heading and paragraph.

Assignment questions

1. Explain the purpose of a meeting.
2. State the documents used in a meeting.
3. What are those features which make a meeting formal?

Reference

Communication for Business by Shirley Taylor page number 147 to 150.

