

# WEEK 7 AND WEEK 8 (8 HOURS)

## MEETINGS IN BUSINESS

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Meetings provide a useful opportunity for sharing information, making suggestions and proposals, taking decision and obtaining instant feedback.

Meetings are used for variety purposes:

- To co-ordinate or arrange activities
- To report on some activity or experience
- To put forward ideas or grievances for discussion
- To give information to a group of people
- To obtain assistance
- To create involvement and interest

# Types of Meetings

- **Formal meetings**

- Annual General Meetings
- Statutory Meetings
- Board Meetings

- **Informal meetings**

- Management Meetings
- Departmental Meetings
- Working Parties

# Formal meetings

The rules of conduct of formal meetings are laid down in a Company's Articles of Association and/or Constitution or Standing Orders. A formal record of these meetings must be kept, usually by the company secretary.

- Annual General Meeting (AGM): AGMs are held once a year to assess the trading of the organisation over the year. All shareholders are invited to attend the AGM but they must be given 21 days' notice.
- Statutory meetings: The directors and shareholders can communicate and consider special reports.
- Board meetings: They are attended by all directors and chaired by the chairman of the board.

# Informal meetings

They take the form of brainstorming or discussion sessions.

- Management meetings: These meetings are attended by a group of managers who may need to discuss a specific matter, report on progress or receive progress reports.
- Departmental meetings: These meetings are called by the HOD or manager of a certain section. All staff will be invited to attend so that information can be passed on or reports received from some members of staff regarding a specific project.
- Working parties: Working parties may be set up to work together on a specific project or problem.

# NOTICE & AGENDA

- The notice and agenda are usually combined in one document. The portion at the top is known as the Notice. This gives details of the type, place, day, date and time of the meeting.
- The Agenda is the middle portion of the document. This is the list of topics to be discussed at the meeting.

# Notice & Agenda Example

- **AURORA HOLDINGS Plc**
- **SOCIAL CLUB**
- A meeting of the Sports and Social Club will be held in the Conference Suite A on Friday, 14 August 2007 at 1600.

- **AGENDA**

- Apologies for absence
- Minutes of last meeting
- Matters arising
- Chairman's report
- Football results and matches
- New keep-fit classes
- Purchase of tennis equipment
- Annual dinner and dance
- Any other business
- Date of next meeting