

**COMPUTER ENGINEERING DEPARTMENT**

**ASSIGNMENT NO-03**

**SUB: Business Communication & Ethics**

**COURSE: T.E.**

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**SUBMISSION DATE: 20/09/2020**

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**Class:** TE COMPS B

**Submission Date:** 20/09/2020

**Topic: Meetings and Documentation**

Q. No	Questions
1.	What is a meeting? What is the committee? Explain types of committees.
2.	What is notice, agenda and minutes of the meeting?
3.	As a cultural secretary of your college draft notice and agenda for a meeting. (any event) (Consider - people to invite - budget - place and venue - discipline committee, rules and regulations)

**Q.1** What is a meeting? What is the committee? Explain types of committees.

**Ans:**

➤ **Meeting:**

1. A meeting is a coming together of (generally) three or more people to exchange information in a planned manner and discuss issues set out before them to arrive at decisions, solve problems, etc.
2. A meeting can be formal or informal. As regards a formal meeting there are set rules for convening it and conducting it, with a written record of its proceedings. It requires a notice which is a call, an invitation to attend it.
3. It has an agenda or list of things to deal with, and the outcome is systematically written in the form of minutes. An informal meeting can be without any written notice, for instance, a staff union meeting in the lunchroom to discuss a picnic.
4. A meeting has a convener who calls it and a leader or chairperson who directs it.

➤ **Committee:**

1. A committee is a group of people who work collectively, discuss, decide and recommend solutions to the problems (of a concern) which possibly cannot be solved by an individual. A committee consists of a group of men conversant with a subject; naturally, their advice will be much superior to that of one man.
2. Committees work very well in large complex corporate organisations having multifaceted problems too big and too complex to be dealt with effectively by one person. In a committee, ideas put forth by several persons are pooled and offered for criticism; the ideas are developed and thus recommendations are made as regards procedure and policies.

➤ **Types of committees:**

- ➔ Different committees may be formed with different ideas and purposes. Some committees may be only advisory while some may perform managerial functions.

**1. Formal and Informal Committees:**

- ➔ If a committee is formed as a part of organizational structure and is delegated some duties and authority, it is a formal committee. An informal committee may be formed to tackle some problem. A manager may call some experts to help him in analyzing a problem and suggesting a suitable solution. The chief executive may call a meeting of departmental heads and some experts to find out a solution to some problem. In both cases, it is a case of an informal committee.

## **2. Advisory Committees:**

- These are the committees to advise line heads on certain issues. Line officers may refer to some problems or issues to a committee for advice. The committee will collect information about the problem and recommend a solution for the same. The line officers have the powers to accept, modify or reject the suggestions of advisory committees. These committees have no managerial powers and cannot exert their views on the line executives.

## **3. Line Committees:**

- There may be committees with managerial powers. Instead of giving work to one person, it may be assigned to a number of executives. The committees having administrative powers are called line or plural committees. Line committees help in planning company policies and programmes and organizing efforts at the fulfilment of these plans, etc. These committees also direct and control the activities of employees for achieving organisational goals.

## **Q.2** What is notice, agenda and minutes of the meeting?

**Ans:**

Some of the major components of a meeting are -

1. Notice of Meeting
2. Agenda of Meeting
3. Minutes of the Meeting

### **Notice of a Meeting:**

- When a meeting is to be convened, a notice is required to be sent to all who are to attend it.
- It should satisfy these conditions:
  1. It should be under proper authority
  2. It should state the name of the organisation
  3. It should state the day, date, time, and place. Also, sometimes, how to reach the place
  4. It should be well in advance. Some require seven days' notice, some 48 hours'
  5. It should state the purpose and, if possible, the agenda
  6. It should carry the date of circulation and convener's/secretary's signature
  7. It should go to all persons required at the meet
  8. It should mention the TA/DA etc. payable and the arrangements for this
- In practice, it is necessary to ensure that the notice has reached in time. This may be done telephonically. Dispatch section and post are prone to delays
- We often find that between the date of a letter from a major public organisation and the postmark on the letter, there is a gap of 10-12 days. A notice that should reach seven days before a meet should not reach seven days after the meet.

### **Agenda:**

- As stated earlier, an agenda is the list of items to be considered at a meeting. It is also called business or order of business. It comes from the Latin word *agendum* (singular) which means 'a thing to be done.'
- It is the route map of the meeting. The specimen notices above already contain a hint of how it is written. The agenda may be a part of the notice or may be attached as an annexure. The convenor/secretary prepares it in consultation with the chairperson and gets his approval.
- The items of the agenda should cover all that is necessary to be considered at that time. Meetings take time and effort to arrange; hence the agenda has to be well thought out.

- The items may be devised from:
  1. Previous minutes
  2. Suggestions received
  3. Actions and events since the last meeting
  4. Correspondence of the organisation
- The agenda contains routine items as well as special ones.
- The agenda should be manageable within the time at disposal. Some clubs have a time limit for the duration of a meeting (e.g. 90 minutes), which automatically dictates the scope of discussion.

### **Minutes of the Meeting:**

- The minutes of a meeting are the record of the discussions/decisions therein. They have an official status; they are useful in law, and in some cases required by law to be written. Minutes are final when they are approved by the members of the group to which they relate, generally in the next meeting, and signed by the chairperson.
- Even if there are emotional moments in a meet, the minutes are written in an unemotional manner, are cool, factual, impersonal, and impartial. Moreover, such are the demands of time on most people that the minutes should be concise, boiled down to the essentials.
- Only some organizations' require that they record the detailed discussions as well (i.e. who said what and what were the reactions... until the decision was reached). Normally, the body of the minute's records.
  1. The motions and amendments thereto
  2. The proposer and seconded of motions
  3. The details of voting, if any
  4. Recommendations
  5. Decisions/ resolutions
  6. Tasks assigned to individuals, sub-committees
- The overall minutes should give:
  1. The name of the organisation/ unit
  2. Day, date, time and place
  3. Number in order (e.g. 33rd meeting of...)
  4. Names of chairperson and secretary
  5. Names of members present
  6. Names of the absent
  7. Attendees by special invitation, e.g. auditor, caterer, etc.
  8. Record of the transactions (on the guidelines given above)
  9. Signature of secretary and, after approval, that of the chairman.

**Q.3** As a cultural secretary of your college draft notice and agenda for a meeting.

(any event)

(Consider

- people to invite
- budget
- place and venue
- discipline committee, rules and regulations)

**Ans:**

### **Terna Engineering College, Nerul**

#### **NOTICE**

20-09-2020

#### **CULTURAL EVENING**

This notice is to inform all school students that the college is organizing a Cultural Evening on the last week of this month i.e. 25th September, 2020 in the form of a Cultural Festival. Events like group song, solo and group dances, play and thanksgiving speech will be showcased in the program. The details for this program are as follows :

**Day and Date** : Friday, September 25, 2020

**Time** : 6 pm - 9 pm

**Venue** : College auditorium

Students are requested to participate in the program. Interested students are requested to submit their names to their respective class advisors along with the name of the event they want to participate in.. Any other queries can be asked to the Cultural Secretary.

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Secretary, Cultural Club