

Notice, Agenda and Minutes

Department of English and Foreign Languages
SRM Institute of Science and Technology

Objective:

- To make the learner aware of the importance of the basic requirements of Business communication which will be very useful in the work place.

Why & Where

- organisations, offices and other industries often have to communicate a lot of messages.
- record a lot of activities and proceedings for the smooth functioning of the concern
- require uniform modes of communicating toolsets.
- Notice, agenda and minutes are a few important conventional forms to record and disseminate information.

Notice (circular)

- Whenever an organisation convenes a meeting such as Governing Body, Executive Committee, Finance Committee or any other official meeting, notice should be issued or circulated well in advance to the members concerned to come prepared for the meeting.

DRAFTING A NOTICE

- Use the organization letter head
- Clearly state the date, time and venue of the meeting.
- Specify the reason (agenda) for the meeting
- Mention the name and designation of the issuing authority
- Mention the authorities to whom the copies are sent as Cc at the right/left bottom of the page

Example:

Narmadha Rubber Industries Ltd
27, Palace Road, Noida,
New Delhi – 110 098

20 June 2020

NOTICE

The fourth meeting of the Board of Directors of **Narmadha Rubber Industries Ltd** will be held at the registered office at 36, Mothilal Street, Shimla at 5.00 p.m. on Monday, 12 July 2020, all the members are informed to attend and participate in the discussion

The agenda is enclosed.

S. R. Raghavan
(The Secretary)

Cc:

The Chairman

Members of Board of Directors

Agenda:

- The points to be discussed in a meeting
- Sent along with the notice to the participants of meeting
- Can come prepared for a discussion.
- Can also question, suggest and opine on any issue so that a final clear decision can be arrived at the end of the discussion.

Two methods

- Serial numbers starting from 1 and continue till the end of the last point
- Serial number of the meeting as the first digit and continue from number one for the points for eg. 3.1 , 3.2, 3.3
- The first digit in all the numbers denote meeting number if there is a sequence or periodical conduction of any meeting of the same type with the same group.

What and How?

- the first point as the review of the minutes of the previous meeting
- what has been discussed in the previous meeting and status of the work completed and pending can be viewed.
- Current issues according to the importance of the issue and
- the last point will be of any other matter.
- any other issue which has arose after the notification or any member brings forth any related issue to the meeting suddenly considering the importance all such issues will be discussed during any other matter.

Example:

- 2.1 Review of the minutes of the previous meeting
- 2.2 Proposal to start a new unit
- 2.3 Salary revision
- 2.4 Conduct of a general body meeting
- 2.5 Any other matter

Minutes

- contains the resolutions passed in a meeting
- Distributed after the meeting,
- include a record of what was said and decided during the meeting
- contain the date of the meeting,, as well as the names of the people who attended.

Layout of Minutes

Minutes of meetings usually include:

- Matters arising from the last minutes
- The discussions on the agenda of the present meeting
- Any other business (AOB).
- Also show who is responsible for carrying out the actions. In a column on the right-hand side, the person's name will be included or initials are noted down to show that he or she will complete the action, with in a time frame for completion of the work.

Layout cont...

- the secretary takes care of drafting the minutes
- should be well versed in documentation.
- a silent spectator not involve in any of the discussion.
- to give the required details to the authorities when there is a need for clarification.
- all higher officials are expected to know or depend on themselves rather than on their subordinates.
- Hence this official documentation procedure becomes necessary.
- To make reading more pleasurable one must use a variety of speech verbs.

Example:

Narmadha Rubber Industries Ltd
27, Palace Road, Noida, New Delhi - 110 098

Minutes of the Board of Director's held on 12 July 2020 at 5.00 p.m.in the company's conference hall. The meeting chaired by Mr.G.Bhasha Managing Director Narmadha Rubber Industries commenced at 5.00 p.m.

The following members were present.

Mr.G.Bhasha	Managing Director
Mr. K.Guptha	Director, Planning and Development
Mr.N. Naresh	Director Finance
Mr. G.Gogul Krishnan	Director Marketing and sales
Mr.R. Rajevan	Director Purchase
Mrs.s.Helen	Director Human Resource
Mrs Pamella	Manager Office

Agenda 2.1 Review of the Minutes of the Previous meeting

- The Managing Director discussed in details about the content of the previous meeting held on 12 March 2020 and all members showed their satisfaction and appreciated the efforts taken by the concerned people who have completed all the assigned taskss.

Agenda 2.2 Starting of new Unit

- All the members agreed to the proposal submitted by the Director to start a new unit in Kerala considering the congenial atmosphere and the particular work was assigned to Director Planning and Development to proceed further and to submit the project proposal before August 2020.

Agenda 2.3 Salary Revision

- The Human Resource Director submitted the proposal for enhancing the salary of all employees from August 09 by 25% of the previous salary. All members welcomed the suggestion quoting the profit of the company.

2.4 Conduct of a general body meeting

- The office manager informed the members the last General body meeting was conducted five years back in September 2015, hence it would be appropriate to conduct the next meeting by October 2021. All the members agreed and instructions were given to the manager to send the invitation to all members.

2.5. Any other matter

- 1. The managing director informed all the members about the market situation and asked them to deal carefully because the global recession has affected most of the industries and warns the people to take care of the situation.
- 2. The Director Purchase has emphasized that the procurement of raw materials' is becoming a difficult task. The members advised that the company should also look for new suppliers from other countries.
- With this the Director thanked all members and the meeting ended at 7.00 p.m.

(Sd)Managing Director

Narmadha Rubber Industries Ltd

Thank you

