

SA23103672 - W.N. Dulen Damsana SA23361454 - W.S. Inuki Thewanga SA23092006 - K.N. Dasun	SA23128972 - K.V.C. Dewmini SA23098664 - A.F.C. Dharshana SA22369710 - P.M.M. Nonis.
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Instructions: Divide the class into small groups of 3-4 students. Each group will work together to complete the following tasks related to facilitating and conducting meetings. Discuss your answers and strategies as a group, and be prepared to share your findings with the class.

Group Name: DevNest

Group Members: Dulen, Inuki, Nipuna, Christian, Chathurya and Mario.

Task 1: Meeting Objectives (10 points)

1. Brainstorm and list three different types of meetings that can occur in a professional setting.

1. Department Meeting.
2. Customer Meeting
3. Extraordinary General Meeting.

2. For each type of meeting, identify and write down two specific objectives or goals the meeting might aim to achieve.

Meeting Type 1:

- Objective 1: Review recent achievements.
- Objective 2: Plan upcoming tasks and assign responsibilities to team members.

Meeting Type 2:

- Objective 1: Understand customer's requirements.
- Objective 2: Provide updates on the project status.

Meeting Type 3:

- Objective 1: Inform Shareholders about a business proposal.
- Objective 2: To get votes for a critical decision.

Task 2: Meeting Roles (10 points)

3. Create a list of at least five common roles that participants can have in a meeting.

1. Chairperson.
2. Secretary.
3. Presenter.
4. Technical Support
5. Participant.

4. Choose one of the roles from your list and explain the responsibilities and contributions associated with that role during a meeting.

Role: Chairperson.

Responsibilities and Contributions:

- Prepare the Agenda.
- Managing the time.

• Addressing conflicts.

Task 3: Meeting Agenda (10 points)

5. Imagine you are leading a meeting to discuss a project's progress. Create a sample meeting agenda by listing at least five agenda items in the order they should be discussed.

Meeting Agenda for Project Progress Discussion:

1. Welcome speech.
2. Project Status update.
3. Upcoming deadlines.
4. Next steps.
5. Support needs.

6. For one of the agenda items, provide a brief description of what will be discussed during that portion of the meeting.

Agenda Item: Project Status Update.

Discussion Description:

- Each team member provide their an overview
- of their progress.
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Task 4: Meeting Facilitation (10 points)

7. Discuss within your group how a meeting facilitator can ensure active participation and engagement from all attendees. List at least three strategies.

1. Asking open-ended questions.
2. Quick activities.
- 3.

8. Explain why it's important for a facilitator to manage time effectively during a meeting. Provide an example of a situation where poor time management could negatively impact a meeting.

Imagine the project meeting is scheduled for one hour and but the facilitator spends the the first 30 minutes on a single topic.

Task 5: Meeting Challenges (10 points)

9. Identify and list three common challenges that can arise during meetings.

1. Technology Issues.
2. Poor time management.
3. Disengaged participants.

10. For each challenge, suggest a strategy or approach to address or overcome it effectively.

Challenge 1:

- Strategy: Test all technological items before the meeting.

Challenge 2:

- Strategy: Keep track of the time.

Challenge 3:

- Strategy: Ask direct questions questions from ~~quiet~~ quiet members.

Task 6: Meeting Evaluation (10 points)

11. Discuss the importance of evaluating meetings. What benefits can come from post-meeting evaluations, and what aspects should be assessed?

- To identify areas for improvement.
- Enhance future planning.

12. Create a simple feedback form that could be used by meeting participants to evaluate the effectiveness of a meeting. Include at least three questions.

Sample Meeting Evaluation Form:

1. On a scale of 1 to 5, how well were the meeting objectives met? (1 = Poor, 5 = Excellent)

2. Were all participants given an opportunity to contribute and share their thoughts? (Yes/No)

3. What suggestions do you have for improving future meetings?

Task 7: Group Discussion (10 points)

13. Each group will have a spokesperson who will summarize your group's findings and share any interesting insights or solutions you discussed during the activity.

Conclusion: In this activity, you have explored various aspects of facilitating and conducting meetings. Effective meeting management is a crucial skill in the professional world, and these tasks should help you better understand the key elements involved.

Feedback Form

- 01 → On a scale of 1 to 5, how well were the meeting objectives met?
- 02 → How would you rate the overall time management of the meeting?
- 03 → What ~~sugest~~ suggestions do you have for improving future meetings?

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