

C. Writing

C.1. Notice, Agenda & Minutes of Meeting

NOTICE

What is it?

When a meeting is to be held by an organization, a notification is sent to all members of the particular team or committee. This notice is either put up on bulletin boards or circulated personally or via email. Some tips to remember include:

Drafting a Notice – How?

1. Use the organisation letterhead
2. Clearly state the date, time and venue of the meeting.
3. Specify the reason (agenda) for the meeting
4. Mention the name and designation of the issuing authority
5. Mention the authorities to whom the copies are sent as Cc at the right/left bottom of the page

AGENDA

What is it?

The points to be discussed at the meeting are put down and appended along with the notice to ensure that the participants are well prepared for the meeting

Drafting the Agenda – How?

1. Normally the agenda is drafted in two methods- one way of doing this is using serial numbers starting from 1 and continuing till the end of the last point
2. The other way is placing the serial number of the meeting as the first digit (e.g and continuing from that number one for the points

for eg. 3.1, 3.2, 3.3 so the first digit in all the numbers denoting meeting number if there is a sequence or conduct of any meeting of the same type with the same group.

Tips for preparing Agenda

- All agenda normally starts with the first point as the review of the previous meeting so that what has been discussed in the previous meeting and status of the work completed or pending can be viewed.
- This will be followed by a sequence of points according to the importance of the issue and the last point will be "any other matter" which probably cropped up after the notification or is new but related.

MINUTES OF MEETING

Definition

The MoM is a document where the proceedings of the meeting is recorded, usually by a secretary or another member. It carries the names of the organizer, the participants and details of issues discussed.

TIPS

- The meeting usually begins with a reading of the minutes of the earlier meeting. The decisions taken and the follow up are looked into.
- The issues of the current meeting are then taken up and discussed one by one in the same sequence as given in the agenda.
- The person who records is a silent participant who observes the proceedings and makes notes regarding who says what and what decisions are taken.
- Notes are made in the right hand corner with the names of people who have been delegated various tasks.

C.2. Examples of a

1. Notice with an Agenda and
2. A document carrying the Minutes of Meeting of the Board of Directors of Narmadha Rubber Industries, New Delhi, are provided on the next page. Study the format and style of presentation.

C.2.1 Prepare similar ones for the meeting conducted in class.

Sample: Notice with Agenda

Narmadha Rubber Industries Ltd

27, Palace Road, Noida, New Delhi – 110 098

NOTICE

20 June 2016

The fourth meeting of the Board of Directors of the company will be held at the registered office of the company at 36, Mothilal Street, Shimla at 5.00 p.m. on Monday, 12 July 2016.

The agenda for the meeting is given below.

AGENDA

- 4.1. Review of previous meeting
- 4.2. Proposal to start a new unit
- 4.3. Salary Revision
- 4.4. Conduct of the next meeting
- 4.5. Any other matter

Signature

S. R. Raghavan
(The Secretary)

Cc: The Chairman

Members of Board of Directors

Sample - Minutes of Meeting

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

Minutes of the Board of Director's meeting held on 12 July 2016 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.

1. Mr. G. Bhasha, Managing Director
2. Mr. K. Gupta, Director, Planning and Development
3. Mr. N. Naresh, Director, Finance
4. Mr. G. Gogul Krishnan, Director, Marketing and Sales
5. Mr. R. Rajeevan, Director, Purchase
6. Mrs. S. Helen, Director, Human Resource
7. Mrs. Pamella, Manager, Office

Agenda 4.1 Review of the Minutes of the Previous Meeting

The Managing Director discussed in detail about the content of the previous meeting held on 12 March 2016, and all members showed their satisfaction and appreciated the efforts taken by the people concerned who had completed all the assigned work.

Agenda 4.2 Starting a New Unit

All the members agreed to the proposal submitted by the director to start a new unit in Kerala, considering the congenial atmosphere. The work was assigned to Director, Planning and Development to proceed further and to submit the project proposal before August 2016.

Agenda 4.3 Salary Revision

The Human Resource Director submitted the proposal for enhancing the salary of all employees from August 2016, upto 25% of the previous salary. All members welcomed the suggestion, quoting the profit of the company.

Agenda 4.4 Conduct of the General Body Meeting

The office manager informed the members that the previous General body meeting was conducted five years earlier, in September 2011, hence it would be appropriate to conduct the next meeting by October 2016. All the members agreed and instructions were given to the manager to send the invitation to all members.

Agenda 4.5. 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.
2. The Director Purchase pointed out that the procurement of raw materials was 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.

Director