

"회의"란 무엇일까?

→ 무엇이 회의로 분류될 수 있고, 무엇은 회의로 분류되기에 결코 어려울까? = **회의에 등장할 수 있는 내용/특징**

→ 전자에 해당하는 것들은 크게 & 대표적으로 몇 가지 유형으로 구분될 수 있을까? (특히, 상호 배타적으로) = **회의의 대표적인 3 가지 유형(types)**

## [회의의 대표적인 3 가지 유형]

회의록을 상호배타적인 범주들로 구분하려면?

다음 3가지로 구분 가능

Meetings, gatherings, seminars, discussions, and debates can be best categorized into 2 to 3 general types based on their primary **objective** or **flow of information**. These types are:

### 1. Information Sharing (One-way or Multi-directional)

- **Purpose:** To present, disseminate, or exchange information, data, or updates. The primary goal is knowledge transfer.
- **Examples:** Seminars, lectures, presentations, status updates, training sessions, and all-hands meetings.
- **Exclusion:** These meetings are primarily about conveying information, not necessarily making a final decision or creating new, shared ideas on the spot.

### 2. Collaborative/Generative (Interactive)

- **Purpose:** To work together to create something new (ideas, plans, solutions) or achieve a collective understanding or consensus. The emphasis is on teamwork and constructive development.
- **Examples:** Brainstorming sessions, problem-solving meetings, planning meetings, workshops, and general group discussions.
- **Exclusion:** While decisions may arise from these, the core activity is shared creation and analysis, distinguishing them from a final, formal decision-making process.

### 3. Decision-Making/Evaluative (Confrontational or Formal)

- **Purpose:** To make a final decision, evaluate proposals, or resolve a conflict through formal argument and a definitive outcome (e.g., a winner or a binding vote). The objective is a clear, final determination or judgment.
- **Examples:** Board meetings, voting sessions, formal debates, and performance reviews.

- **Exclusion:** These are distinct from pure information sharing or collaborative idea generation, as they focus on choosing from existing options or reaching a final, often binding, conclusion.

This categorization uses the dimension of the meeting's **primary outcome/purpose**, which provides mutually exclusive types for classification.

## [회의에 등장할 수 있는 내용/특징]

회의에 등장-“할 수 있는” 모든 것은 다음과 같다.

Meeting documentation universally includes core elements to ensure a clear, objective, and actionable record of proceedings. While the specific format and level of detail may vary, common items found anywhere in the world include:

### Core Identification Details

- **Meeting Title and Type:** A clear title and identification of the meeting type (e.g., board meeting, team meeting, project sync).
- **Date, Time, and Location:** The specific date, start time, and end time, as well as the physical or virtual location (e.g., conference room, Zoom platform).
- **Attendees and Absentees:** A list of participants present (often with their roles or affiliations) and a note of those who were expected but absent (sent "regrets").
- **Organizer and Minute-taker:** The names of the person who organized the meeting and the individual responsible for recording the minutes.

### Meeting Process and Content

- **Agenda Items:** A list of topics to be discussed, typically following the meeting's predetermined agenda.
- **Approval of Previous Minutes:** In formal settings, a record of the acceptance or any amendments to the documentation from the prior meeting.
- **Summary of Discussion:** Concise, objective points capturing the essence of the conversation for each agenda item, including different ideas or debates (verbatim quotes are generally avoided unless critical).
- **Decisions Made:** A clear statement of all resolutions, agreements, and outcomes reached during the meeting, including results of any votes or motions.

### Outcomes and Follow-Up

- **Action Items:** A detailed list of tasks or next steps that were assigned, including:
  - A description of the task.
  - The person(s) responsible (assignee).

- The deadline or target date for completion.
- **Next Meeting Details:** The scheduled date, time, and location of any follow-up meetings.
- **Supporting Documents/Attachments:** References to or actual copies of any reports, presentations, or other documents that were discussed or provided as background material.

### **Formal Documentation Elements**

For more formal documentation, such as in corporate or official governance contexts, additional items may appear:

- Organization or Body Name
- Motions accepted or rejected
- Vote counts (in favor, against, abstained)
- An official signature or approval section for the chairperson and minute-taker