

# **Agenda of Meetings & Minutes of Meeting (MoM)**

**Semester 5 - Professionalism & Corporate Ethics (303193304)**

# Topics to be Covered

- Importance of Meetings
- Definition & Purpose of Agenda and MoM
- How to Prepare Effective Agendas
- How to Record Meeting Minutes
- Roles and Responsibilities
- Tips for Productive Meetings
- Activities and Learning Outcomes

# Learning Objectives

**After this session, you will be able to:**

- To understand what an agenda and MoM are
- To design a professional meeting agenda
- To record accurate and clear minutes of meetings
- To identify roles in meetings
- To apply techniques for conducting productive meetings

# Introduction

- Meetings can be productive or time-wasting based on their structure.
- **Agendas** provide a clear path; **Minutes** ensure continuity and accountability.
- Well-prepared meetings reduce confusion and promote better decisions.
- Today, we learn to master the art of conducting and documenting meetings.

# Key Definitions

- **Agenda:** List of topics to be discussed in a meeting
- **MoM:** Written summary of what happened in a meeting
- **Meeting Owner:** The Person who organizes and leads the meeting
- **Action Item:** A task assigned with responsibility and a deadline

# What is an Agenda?

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- A roadmap for the meeting
- Helps participants stay on-topic
- Defines the meeting's goals
- Encourages preparation and time management

# How to Design an Effective Agenda

- Seek input from team members
- Frame topics as questions
- Mention objective (Inform/Discuss/Decide)
- Assign time and topic leads
- Share in advance

# Tips for Agenda Creation

- Use the **POINTER** Mnemonic:  
Purpose, Objectives, Invitees, Notes, Time, Engagement, Recap
- Start with “Review Agenda”
- End with “Feedback (Plus/Delta)”
- Keep it realistic and focused



# What is MoM?

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- The full form of MoM is Minutes of Meeting
- Summary of discussion and decisions
- Includes names, tasks, deadlines, and outcomes
- Essential for tracking commitments
- Can serve as a legal/historical record

# Components of Good MoM

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- Participants' names
- Agenda items discussed
- Key points and decisions
- Action items with owners and deadlines
- Summary of previous minutes (if any)

# How to Record MoM Effectively

- Use the agenda as a guide
- Take notes during the meeting
- Clarify unclear points immediately
- Highlight action items
- Share MoM within 24 hours

# Roles and Responsibilities

- **Meeting Owner:** Sets purpose and flow
- **Recorder:** Captures MoM accurately
- **Participants:** Engage, contribute, follow up
- Rotating roles improve involvement and skills

# Tips for Effective Meetings

- Prepare an agenda in advance
- Start & end on time
- Invite only relevant members
- Define roles & outcomes
- Encourage engagement & feedback

# Video Tutorial



1. How to write an agenda?

2. How to write MoM?



# Activity

- Quick Quiz: Define roles and terms
- Role Play: Simulate a real meeting
- Think & Share: Draft your agenda
- Group Work: Identify problems in a poor meeting

# Conclusion

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- Agendas = Clarity & direction
- Minutes = Accountability & follow-up
- Good meetings require structure, roles, and review
- Practice and feedback lead to improvement



# Learning Outcomes

## **You can now:**

1. Create structured agendas
2. Record precise MoM
3. Assign and follow up on action items
4. Play active roles in meetings
5. Improve meetings using best practices

**THANK YOU**