

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



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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?



- 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



- 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

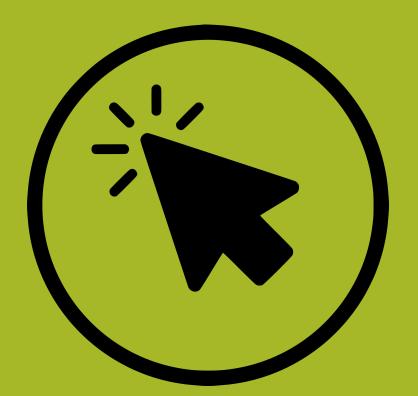


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1. How to write an agenda?

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



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

Learning Outcomes



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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



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THANKYOU