**I. A. Key Words:**

contract

clause

appendix

sentence

section

definitions

subcontractor

deadline

dispute

draw up

evaluate

install

kick-off

lose

measure

forecast

deliver

milestone

negotiate

offer

solution

target

tender

result

meeting

minutes

performance

scope of supply

shortlist

terminate

variable

**B. Phrases**

tender for a contract

win a contract

lose a contract

sign a contract

award a contract

break a contract

terminate a contract

renew a contract

agree a contract

contract clause

subcontract appendix

a kick-off meeting

**Prevision tasks**

**1.** Ex. 3 and 4 on page 26

a. What are the three priorities for a project manager?

b. What are the challenges in managing a project?

c. How to choose a subcontractor?

d. When there is a dispute with a subcontractor, how can the dispute be solved?

**2.** Ex. 1 and 2 on page 149

**3.** Meeting minutes:

a. What elements should be included in meeting minutes?

b. The following is MINUTES OF BUSINESS MEETING, but some parts of the sentences are missing. Fill in the blanks by choosing the appropriate ones given below.

A. were planned

B. Discussion regarding

C. The motions were seconded and passed

D. was called to order by

E. Respectfully submitted

F. It was moved to

G. The meeting was adjourned

H. were appointed to that committee

I. was approved as distributed

**MINUTES OF BUSINESS MEETING**

ASSOCIATION OF DEANS ANDDIRECTORS OF

UNIVERSITY COLLEGES AND UNDERGRADUATE STUDIES

MARCH 14, 2009

1. The annual meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President Elizabeth Guertin, Ph. D.

2. Minutes from March 8, 2009 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Old Business

a. \_\_\_\_\_\_\_\_\_\_ increasing membership and conference participation.

* Consideration of updating, publishing and re-distribution of directory
* Members are encouraged to recruit additional attendees at next meeting.
* Utilize a them in conferences.
* Peter White will initiate a survey of larger institutions to see if they have units that might want to join the organization.
* Survey was distributed to evaluate conference.
* Possibility of a summer/fall mini institute was considered.
* Hold conference meetings on campuses.

b. \_\_\_\_\_\_\_\_\_\_\_\_\_ reconstitute the committee on producing occasional position papers.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The committee members are Eric White, Shelly Potts, Kriss Boyd, Lettie Raab, Sue Weaver, Dorothy Muller, Jayme Richmond, Cubie Ward.

c. Promotion of exchanges and consultant-ships were discussed to assist programs.

Elizabeth Guertin and Karla Muggler \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. New Business

d. Future Annual Meeting sites and dates\_\_\_\_\_\_\_\_\_\_\_\_\_

* 2010 Philadelphia, PA, March 24-27, 2004, Host: Erie White
* 2011 Albuquerque, NM, Host: Peter White
* 2012 New Orleans
* Possibilities include Indianapolis, Indiana and Savannah, Georgia

e. Gift for Holanna Erickson

f. Held election of new officers

* President for 2010-2011 is Carolyn Collins.

The group thanked Cubin Ward for all his hard work to make the Ft. Worth Conference a success.

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Thomas Lowe, Secretary

c. Two layouts of meeting minutes:

**Layout 1** Template of Formal Meeting Minutes

[Company/Department Name]

Meeting Minutes

[Date]

1. Call to order

[Name of Meeting Facilitator] called to order the [Organization/Committee Name] at [Time of meeting] on [Date of meeting] in [Location of Meeting].

2. Roll Call

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

3. Approval of minutes from last meeting

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

4. Open issue

a) [Open issue/summary of discussion]

b) [Open issue /summary of discussion]

c) [Open issue/summary of discussion]

5. New business

a) [New business/summary of discussion]

b) [New business/summary of discussion]

c) [New business/summary of discussion]

6. Adjournment

[Name of Meeting Facilitator] adjourned theme meeting at [time meeting ended].

Minutes submitted by [Name]

Minutes approved by [Name]

**Layout 2** Template of informal Meeting Minutes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Meeting | | | [Date]  [Time]  [Location] | |
| Meeting called by: | | Type of meeting: | | |
| Facilitator: | | Note taker: | | |
| Timekeeper: | | | | |
| Attendees: | | | | |
| Please read: (document) | | | | |
| Please bring: (document) | | | | |
| Minutes | | | | |
| Agenda item: | | Presenter: | | |
| Discussion: | | | | |
| Conclusion: | | | | |
| Action Items: | Personal responsible | | | Deadline |
| ✓  ✓  ✓  ✓ |  | | |  |
| Other information | | | | |
| Observers: | | | | |
| Resources: | | | | |
| Special notes: | | | | |