**Assignment #02**

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**Section:** H

**Task #01:**

**Question 3:**

1. Yes, the purpose of the meeting was clear. It was the monthly meeting in which departmental managers meet to discuss the high level issues of the company.
2. ..
3. The meeting was lead by Marcus White, the managing director of the company. He began the meeting greeting everyone and by making sure that everyone got the copy of the agenda of the agenda. He also told everyone at the meeting at the meeting will divided into two parts because of the presentation that is to be given by Miss Patricia Reyes, who is the representative of the research company. He also informs everyone on when the meeting is going to end. To the first item, he gives a short introduction and then asks Paul to continue as he and his team was working on that item.
4. Marcus White indeed acted as a democratic leader. He encouraged everyone in the meeting to take part and give their opinion and ask if they have any query. He did not rule the meeting all by himself.
5. Marcus White, asked every manager to give their opinions on the first item regarding to what Paul explained. He made sure that every point was cleared before moving to the second point and they could have a mutual and common decision.
6. The decision was made regarding the second point that was to replace two board members. But, no decision was made regarding the third point due to the Ms. Patricia’s arrival. In the end Mr. Marcus summarize the meeting by telling that what they have discussed so far in the meeting.

**Task # 2:**

**Question 3:**

1. **..**
2. Anna, the customer services director was a little impolite towards Maya and her attitude seemed adverse when she interrupted Maya and oppose her opinion. Moreover, David, the sales and marketing director rudely interrupted Anna when she was giving her opinion and this seemed negative as she was not done giving her view.
3. First of all, Maya distributed handouts that she prepared to show the figures and support her thought and idea relating to sales. On the other hand, David prepared his handouts that he distributed to look at the details.
4. Maya was the most useful member of the group. She did not seem to have any problems with the other members in the meeting. She had a very polite attitude and a neutral tone throughout the meeting. She even gave her opinions that were found useful and she didn’t denied anyone’s opinions or their views perhaps she listened to them patiently and suggested her idea.

**Task # 3:**

**Alex’s IEP Meeting**

**Meeting Minutes**

**Date/Time:** April 13, 2020; 2:00 pm-3:00 pm

**Venue:** Counselor Meeting Room

**Attendees:** Ms. Sara, Ms. Emily, Mr. Sanchez, Ms. Marca, Mr. Brooks

**Absent:** None

**Guests:** Alex, Mr. Joe (Alex’s father) and Ms. Mia (Alex’s Mother)

**Agenda:**

1. Welcome and introduction. (10 minutes)
2. Discuss Alex’s strengths and weaknesses. (20 minutes)
3. Discuss Alex’s performance and behavior and how to improve his issues. (30 minutes)

**Agenda 1: Welcome and introduction:**

* Miss Marca welcomed everyone in the meeting.
* She begins with introducing herself and then everyone counting the staff and Alex’s parents introduced themselves.

ACTION ITEMS:

* Miss Marca provided everyone a paper copy on how the meeting will proceed and showing them some points that she had on the board.

**Agenda 2: Discuss Alex’s strengths and weaknesses:**

* Miss Sara, Alex’s Math teacher, told that he is very confident in math.
* Miss Emily, Alex’s English teacher, told that he she enjoy having him in her class. He a great student and very polite towards her and other students.
* Mr. Brooks, Alex’s special education teacher, told that he is making great progress and growth.
* Mr. Joe and Ms. Mia, Alex’s parents, told that he is constantly to get better and improve and he is a great kid.
* Furthermore, Alex is a little shy in math’s and English class. He gets uncomfortable while working in groups and His reading level is something that needs to work on as he finds is difficult to read big passages. He gets frustrated and struggle with his assignments and homework.

ACTION ITEMS:

* Alex was asked to go back to the class.

**Agenda 3: Discuss Alex’s performance and behavior and how to improve his issues:**

* Due to the social pressure, Alex seems to be facing self-confidence issues. He gets mad and verbally lashes out at his fellow mates. He gets embarrassed and self-conscious because of his disabilities.

ACTION ITEMS:

* His parents were asked to make sure that he reads daily.
* He will be meeting his school psychologist twice a month that will help him lesser his anxiety and nervousness level and making sure that he is moving forward.

**Meeting Adjourned.**

**Next meeting:** The meeting was adjourned by Miss Marca. The next meeting will be after two months, i.e. 13 June, 2020 from 2:00 pm – 3:00 pm.

**Task # 4:**

**Question 1:**

**Meeting minutes by John Grogan:**

The things that need to be included are:

Date: 4th July

Present: Dan Clarke (chair), Peter Lewis, Colin Scott, John Grogan

Dan – queries arrival of new laptop

Peter – new shipment has now arrived.

Colin – late payment fees apply.

Dan – need to look for legal advice.

**This is agreed by all.**

**Question 2:**

1. The phrases that john uses in his report are: ‘reported’, ‘pointed out’ and ‘agreed’. The phrase ‘it was agreed’ is an impersonal phrase.
2. He uses the past tense in the report because the meeting was previously taken place.

**Question 3:**

1. B
2. B
3. B

In part 1 and 2 the tense wasn’t right in option a and since the meeting minutes is always send a day following the meeting day so is will be unsuitable to use present tense. In part 3 it was a mutual and joint decision to seek advice.

**Question 4:**

The group decided that they will invest in some Middle East company due to the profits they are gaining.