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# A Reflection on Business Meetings

**Team:** Bibek, Dan, Frank, Muhammad and Tracy

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# Agenda

**What is a Business Meeting?**

**Components of a Business Meeting**

**Types of Meetings**

**Common Meeting Challenges - Resolutions**

# Business Meeting

A gathering of individuals to <highlight>discuss and address issues or topics</highlight>

Fun facts:

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**65% of senior managers** say meetings keep them from completing their own work

**71% of employees** say meetings are unproductive and inefficient

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# Terms to know

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## **Quorum**

The minimum number of members required to be present for a meeting to be valid.

## **Agenda**

A list of items to be discussed or acted upon during a meeting.

## **Chair-person**

The person who leads or presides over a meeting.

## **Minutes**

The written record of the discussions and decisions made during a meeting.

# Types of Meetings

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## Formal Meetings

Scheduled, with an **agenda** and **minutes** (e.g., board meetings, team meetings)

## Informal Meetings

More casual, often **spontaneous** (e.g., brainstorming sessions, quick updates)

## Virtual Meetings

Conducted via **video conferencing tools**

## In-person Meetings

Held at a **physical location**

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# Common Meeting Challenges - Resolutions

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**Lack of Focus** Drifting off-topic

**Dominance by Few Participants** Not all voices heard

**Poor Time Management** Meetings running too long

**Lack of Follow-up** Action items not tracked

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**Set Clear Objectives** Define the purpose of the meeting

**Ensure Inclusivity** Encourage contributions from everyone

**Stick to the Agenda** Keep discussions relevant

**Assign Action Items** Clearly define next steps

# Roles in meetings

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## **Chair-person**

Guides the meeting, ensures the agenda is followed, and keeps the discussion on track.

## **Timekeeper**

Monitors the time to ensure the meeting stays within the allocated duration.

## **Note-Taker**

Records key points, decisions, and action items discussed during the meeting.

## **Participant**

Engages in the discussion, provides input, and collaborates with others.