**Business Communications 3050-83**

**Loud Crowd**

**Meeting Agenda**

Date: June 6, 2017

Time: 1:50pm

Location: SH C362

# Agenda details:

## 1. Form a team and create a team name

## 2. Team member introduction

## 3. Decide meeting minutes template and communication tool

## 4. Review project topics

## 5. Minutes assignment

6. Next meeting date and time

**DATE:** Tuesday, June 6, 2017

**TIME:** 1:50pm-2:36pm

**LOCATION:** SH C362

**CLASS:** BUS 3050-83 – Business Communications

**TEAM:** Loud Cloud

**ATTENDEES PRESENT:** June Wong, Ana Hernandez, Huy Vong, David Flores, Diana Albarran

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**MINUTES**

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| **#1 Form a team and create a team name** | | | | | |
| **TIME ALLOCATED** | **10 minutes** | | **PRESENTED BY** | **Team** | |
| **DISCUSSION** | Professor Mariam required the class to form a team with 5 to 6 classmates. The team members chosen will be working together throughout the whole summer class and will create the analytical report as a group. Professor Mariam also required each team to e-mail her the team name and team member contact information.    Five of us have formed a team and exchanged name, phone number and e-mail address. We had a discussion on creating a team name and decided it is called “Loud Crowd”. | | | | |
| **CONCLUSION** | Team members: June Wong, Ana Hernandez, Huy Vong, David Flores, Diana Albarran  Team name: Loud Crowd | | | | |
| **ACTION** | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** |
| E-mail Professor Mariam Team contact information | | Huy Vong | | | 6/6/2017 |
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| **#2 Team member introduction** | | | | | |
| **TIME ALLOCATED** | **10 minutes** | | **PRESENTED BY** | **Team** | |
| **DISCUSSION** | All team members introduced themselves to the team. Information includes: full time or part time student; working or not working; if working, where; major; what year at Cal State LA etc. | | | | |
| **CONCLUSION** | Team got to know each other’s background, strength and weakness. | | | | |
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| **#3 Decide meeting minutes template and communication tool** | | | | | |
| **TIME ALLOCATED** | **10 minutes** | | **PRESENTED BY** | **Team** | |
| **DISCUSSION** | The team discussed what meeting minutes template to use and how to communicate within the group.  Huy has found some other formats and will e-mail June since she will be the one preparing the first meeting minutes.    The team discussed a few communication tools and decided to use Google Doc to prepare meeting minutes. | | | | |
| **CONCLUSION** | We will use Google Doc to prepare meeting minutes. | | | | |
| **ACTION** | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** |
| Create Google Doc | | Diana Albarran | | | 6/6/2017 |
| Huy to send June meeting templates she found online | | Huy Vong | | | 6/6/2017 |
| Create first draft meeting minutes and team to review | | June Wong | | | 6/8/2017 |
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| **#4 Review project topics** | | | | | |
| **TIME ALLOCATED** | **10 minutes** | | **PRESENTED BY** | **Team** | |
| **DISCUSSION** | The team reviewed the four project topics and chose two favorite topics. Topic will be presented to Professor and class on the next class meeting. | | | | |
| **CONCLUSION** | 1st topic: Effective strategies, skills, and behaviors for overcoming anxiety of public speaking, and becoming a better presenter.  2nd topic: Effective strategies, skills, and behaviors for effective Negotiation | | | | |
| **ACTION** | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** |
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| **#5 Minutes assignment** | | | | | |
| **TIME ALLOCATED** | **3 minutes** | | **PRESENTED BY** | **David Flores** | |
| **DISCUSSION** | June will be doing the 1st meeting minutes. David has assigned the task to each team members for the following four weeks. | | | | |
| **CONCLUSION** | 1st week – June Wong  2nd week – David Flores  3rd week – Huy Vong  4th week – Diana Albarran  5th week - Ana Hernandez | | | | |
| **ACTION** | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** |
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| **#6 Next meeting date and time** | | | | | |
| **TIME ALLOCATED** | **3 minutes** | | **PRESENTED BY** | **Team** | |
| **DISCUSSION** | The team agreed that it is better to have our regular meeting on Tuesday after class. Therefore, we will have enough time to prepare the minutes and submit by the Friday deadline.  There will be a class in the same classroom after we finish. We will try to find an empty classroom for our next meeting on Tuesday. | | | | |
| **CONCLUSION** | Regular meeting time: Every Tuesday after class.  Meeting length: 30 minutes to 1 hour depending on agenda | | | | |
| **ACTION** | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** |
| Find a meeting location | | Team | | | 6/13/2017 (next Tuesday) |
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