Planning and Recording Meetings

2020-02-04

Course(s) Used:

- Team and Small Group Communication

  Goals and Objectives:

- Students understand the purpose of agenda and minutes
- Students know the essential components of agenda and minutes

  Rationale: Many groups use agenda and minutes to plan and record the results of meetings. This class provides an overview of their function and the essential elements of an agenda and minutes. Students should have experience with both agenda and minutes as part of their college experience.

Materials Needed

Materials:

- None

  Technology:

- Classroom computer and projector

Outline of the Lesson

1. Review of previous session's content
2. Agenda

   1. Prepared by the person calling the meeting (usually the chair) or by secretary
   2. Is not binding (unless the group makes it binding)
   3. Sent to group at least 24 hours before the meeting
   4. Contains a header

      1. Location, Date, and Time of meeting
      2. Who is expected to attend
      3. What actions are expected prior to the meeting
      4. Any required items

   5. Contains agenda items

      1. Opening (review minutes, officer reports, etc)
      2. Old business (by item)

      3. New business (by item)

      4. Other issues (items not already on the agenda)

   6. Contains a closing

      1. Review key points/decisions

      2. Assignments for next meeting finalized

      3. Plan for contacting absent members (what, when, who, how)

      4. Confirmation of next meeting date, time, location, and responsibilities

3. Minutes

   1. Prepared by the secretary (usually)

   2. Should be distributed soon after the meeting (24 hours recommended)

   3. Voted on (amended/revised if necessary) and approved at next meeting

   4. Contains a header

      1. Name of group that is meeting

      2. Location, Date, and Time of meeting

      3. By name list of those present[1]

   5. Contains a record of events

      1. Two kinds of minutes, what is said / what is done[2]

      2. Reports

      3. Discussions

      4. Decisions

         1. Person, Motion, Decision process, Outcome

      5. Those entering late or leaving early (as the enter and leave)[3]

   6. Contains a closing

      1. Tasks assigned (to whom, with a deadline)[4]

      2. That the meeting is adjourned and the time

4. Lesson closing

[1] Although this is not included in most settings, it is recommended for projects in this class due to the nature of academic group work.

[2] We use the "what is done" style of minutes in this class.

[3] Although this is not included in most settings, it is recommended for projects in this class due to the nature of academic group work.

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Limitations

There is no activity lined up for this day.

Variations and Accommodations

Follow guidance from local accommodation authorities.