

COE3200
ASSIGNMENT 08

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COE3200 Communication Skills for Computing

Assignment 8 – Meeting Handling

The scenario: The meeting for Engineering students held by IESL

Planning

Proper planning prior to meeting reflects the quality. Allocating time for each segment of the meeting needs to be improved but it makes it easier to deliver. Looking into the possibilities and advantages between onsite or online meet ups provides more room for the nature of the meeting. The venue must be convenient for the majority of participants. The venue must have enough capacity to host the targeted number of the audience. Details must be delivered to the prospective participants in the most quick and convenient medium albeit e-mailing. Posters, WhatsApp posts, Facebook posts, flyers et al need to be shared. The nature of the target audience to be identified is challenging. Reaching the experts on IESL of the meeting and getting advice prior to the meeting is learned. Notifying university engineering students well before the meet up about the importance of participation can increase the audience capacity. Technical issues must be solved before the meet up such as testing projectors, lighting, microphones etc.

Conducting

Meet up to be started strictly to the announced time slot is learned. The main theme of IESL meeting is to be stated in advance. Distribution of leaflet related to the main theme is effective but optional. Proper audio setup is to be audible enough if the size of audience is noticeably large. The interaction is to be two-way by means of raising questions and letting the audience state their opinion. Most socially interactive people need to be identified, and representation is to be given to them. Future decisions ought to be not only personal but based on the audience's opinion. Making actively participate everyone in the meeting is challenging. Understanding the audience situation relating to the theme before conducting being a must is learned. Getting feedback on online meet ups is more important because it makes the host understand the delivery is successful. Using visualizing such as slide presentations is more convenient for the speaker to convey ideas to the audience. Refreshment arrangement is better for the participants to be relax and improve focus.

Following up on meetings

The decisions made at the meeting is to be recapped. Participants are noticed main key points talked in the meeting in a quick and easy method such as E-mail or other peer to peer chat platforms. Setting up ways to instantly contact the participants after meeting is required. A

recap of the meeting as a summary shared with participants after meeting is effective. Most committed people are identified by the reaction to information shared after the meeting. Collecting the participant list to inform the next meet up can be done. Making an online platform where participants are notified of the latest news of IESL works well. Keep contacting participants in the long term is challenging. Creating a way to reach information delivered on the meeting for those who cannot participate but interested such as online recording of the meeting is needed. A certificate or any other written document can be issued as reward for the participation.

Word Count: 495