

Instructions: Divide the class into small groups of 3-4 students. Each group will work together to complete the following tasks related to facilitating and conducting meetings. Discuss your answers and strategies as a group, and be prepared to share your findings with the class.

Group Name: MMBT

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Task 1: Meeting Objectives (10 points)

1. Brainstorm and list three different types of meetings that can occur in a professional setting.

1. Project Meeting

2. Board Meeting

3. Department Meeting

2. For each type of meeting, identify and write down two specific objectives or goals the meeting might aim to achieve.

Meeting Type 1:

- Objective 1: Assigning Tasks
- Objective 2: Problem-solving & Decision Making

Meeting Type 2:

- Objective 1: Review the overall performance of the organization.
- Objective 2: Make strategic decisions.

Meeting Type 3:

- Objective 1: Discuss departmental goals
- Objective 2: Share updates and communicate important informations.

Task 2: Meeting Roles (10 points)

3. Create a list of at least five common roles that participants can have in a meeting.

1. Project Manager

2. Chairperson

3. Director

4. Department Head

5. Secretary

4. Choose one of the roles from your list and explain the responsibilities and contributions associated with that role during a meeting.

Role: Project Manager

Responsibilities and Contributions:

- Review the progress of the ongoing projects and give feedbacks.
- Assign tasks to the team members.

- Provide solutions to critical situations.

Task 3: Meeting Agenda (10 points)

5. Imagine you are leading a meeting to discuss a project's progress. Create a sample meeting agenda by listing at least five agenda items in the order they should be discussed.

Meeting Agenda for Project Progress Discussion:

1. Review the already done tasks.
 2. Give ~~sets~~ feedbacks and solutions to the bottlenecks founded.
 3. Assign new tasks if there are any.
 4. Discuss how the newly assigned ~~task~~ tasks should be carried out.
 5. Then end the meeting.
6. For one of the agenda items, provide a brief description of what will be discussed during that portion of the meeting.

Agenda Item: Assign new tasks if there are any.

Discussion Description:

- Sort out the ~~tasks~~ tasks that needs to be done.
- Discuss the timeline as to when the tasks should be completed.
- Assign each task to individuals that ~~has~~ the required skills.
have

Task 4: Meeting Facilitation (10 points)

7. Discuss within your group how a meeting facilitator can ensure active participation and engagement from all attendees. List at least three strategies.

1. Create a Welcoming atmosphere.
2. Share the meeting agenda in advance so, the participants can prepare
3. Show appreciation ~~and~~ for all ideas and comments.

8. Explain why it's important for a facilitator to manage time effectively during a meeting. Provide an example of a situation where poor time management could negatively impact a meeting.

A Facilitator should stick to the time duration of the meeting
as in the agenda ex: For an instance let's say a meeting was supposed
to go on for an hour but it ends up dragging for 3 hours. The participants
may definitely get frustrated resulting in less effectiveness of the active-
Participation

Task 5: Meeting Challenges (10 points)

9. Identify and list three common challenges that can arise during meetings.

1. Arguments.
2. Poor time management.
3. Uncontrollable Issues (Power cuts, environmental disasters)

10. For each challenge, suggest a strategy or approach to address or overcome it effectively.

Challenge 1:

- Strategy: Acknowledge everyone's ideas and comments

Challenge 2:

- Strategy: Sticking to the agenda

Challenge 3:

- Strategy: Set a different date prior to the meeting

Task 6: Meeting Evaluation (10 points)

11. Discuss the importance of evaluating meetings. What benefits can come from post-meeting evaluations, and what aspects should be assessed?
 - To improve the meetings' effectiveness and ensure future success
 - It helps to identify what worked well and what didn't leading to more productive and focus meetings.
 - It helps to improve participation and better decision making.
12. Create a simple feedback form that could be used by meeting participants to evaluate the effectiveness of a meeting. Include at least three questions.

Sample Meeting Evaluation Form:

1. On a scale of 1 to 5, how well were the meeting objectives met? (1 = Poor, 5 = Excellent)
4
2. Were all participants given an opportunity to contribute and share their thoughts? (Yes/No)
Yes
3. What suggestions do you have for improving future meetings?

Task 7: Group Discussion (10 points)

13. Each group will have a spokesperson who will summarize your group's findings and share any interesting insights or solutions you discussed during the activity.

Conclusion: In this activity, you have explored various aspects of facilitating and conducting meetings. Effective meeting management is a crucial skill in the professional world, and these tasks should help you better understand the key elements involved.

Task 6

12. Meeting Evaluation Form.

- 01.) How effective was the meeting to complete the task?
- 02.) Any suggestion for future meetings?
- 03.) Scale of 01 to 10, how effective was the time management?