Project work: Weightage (10 marks)

Conduct a Business Meeting

Group of 6-7 members

Task 1: Meeting e-mail with agenda

Task 2: Business Meeting Simulation (Recording)

Task 3: Minutes of the Meeting

Submission: Week 13 (Est: 3rd week of April)

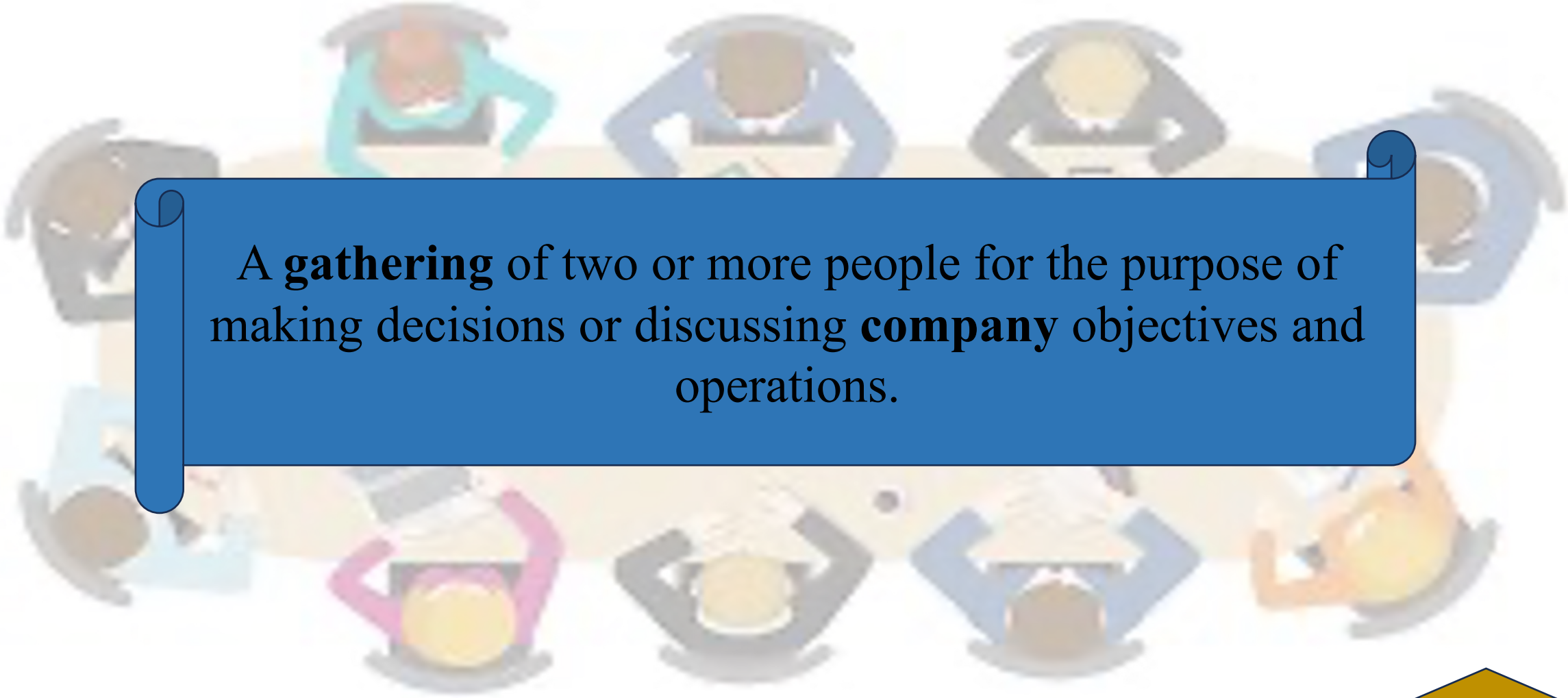
Business Meetings

Instructor: Ms. Mariam Aftab

Definition and General vocabulary for Business Meetings

- Watch this video : Business Meeting
- Look for ‘Business meeting’ vocabulary
- How will you define ‘Business Meeting’?

What is a Business Meeting?



A **gathering** of two or more people for the purpose of making decisions or discussing **company** objectives and operations.

Business Meeting Vocabulary

Page 1

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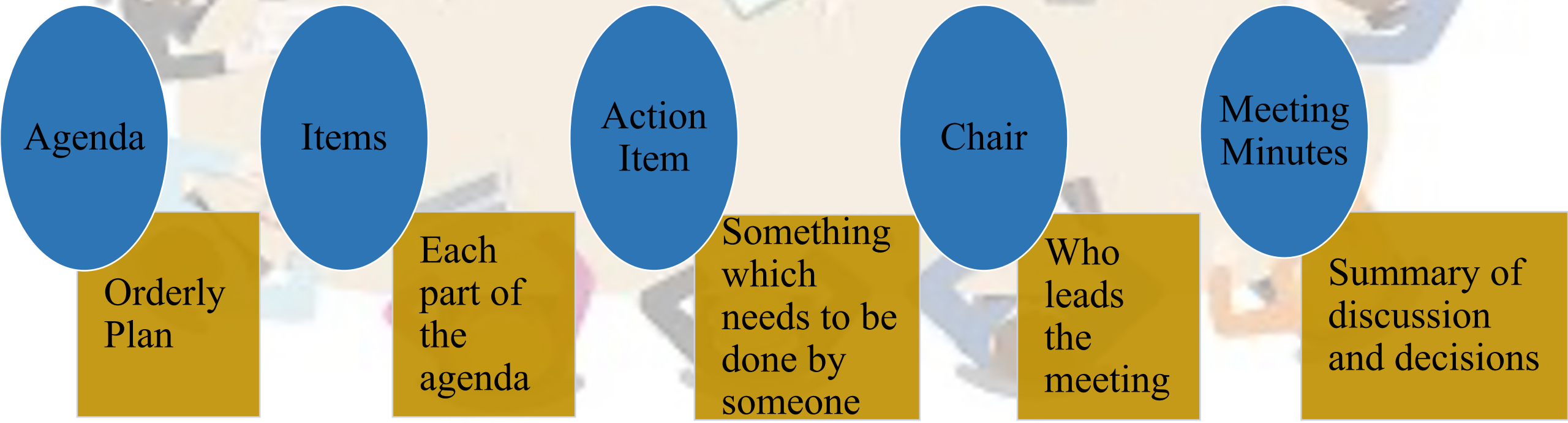


Purpose for Business Meeting

Information Sharing

- To give updates, share research and brainstorm for new ideas.

Planning

- Taking ideas to the next step. Collaboration on the basis of needs, visions, goals and priorities.

Purpose for Business Meeting

Problem-Solving

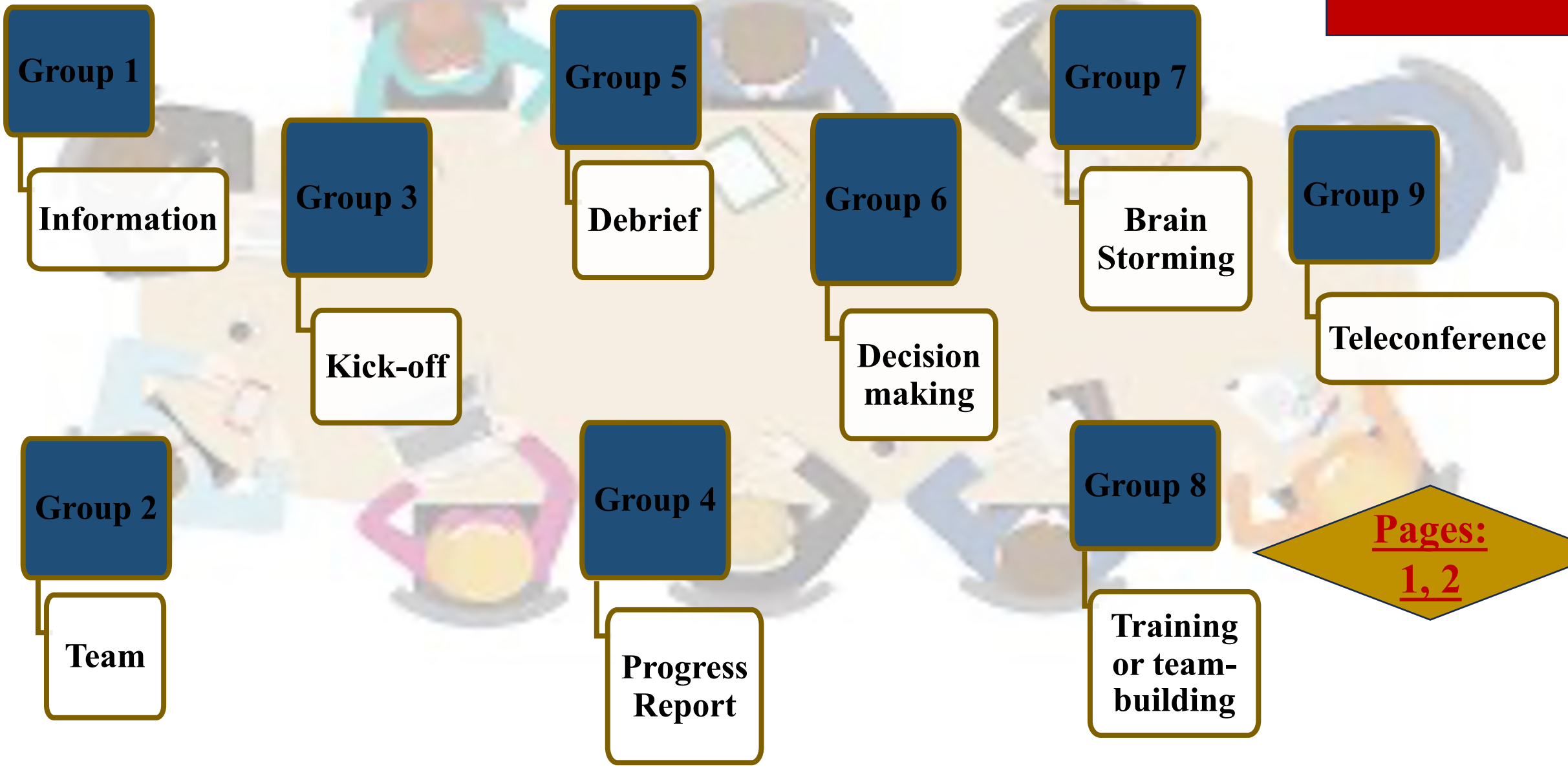
- Collaborate on developing solutions to problems based on data, problem identification, analysis and plan of action.

Relationship Building

- To get to know people and build relationship.

Group Activity: Types of Meetings

- Definition
- Purpose
- Example



Pages: 1, 2

Identify issues in the meeting

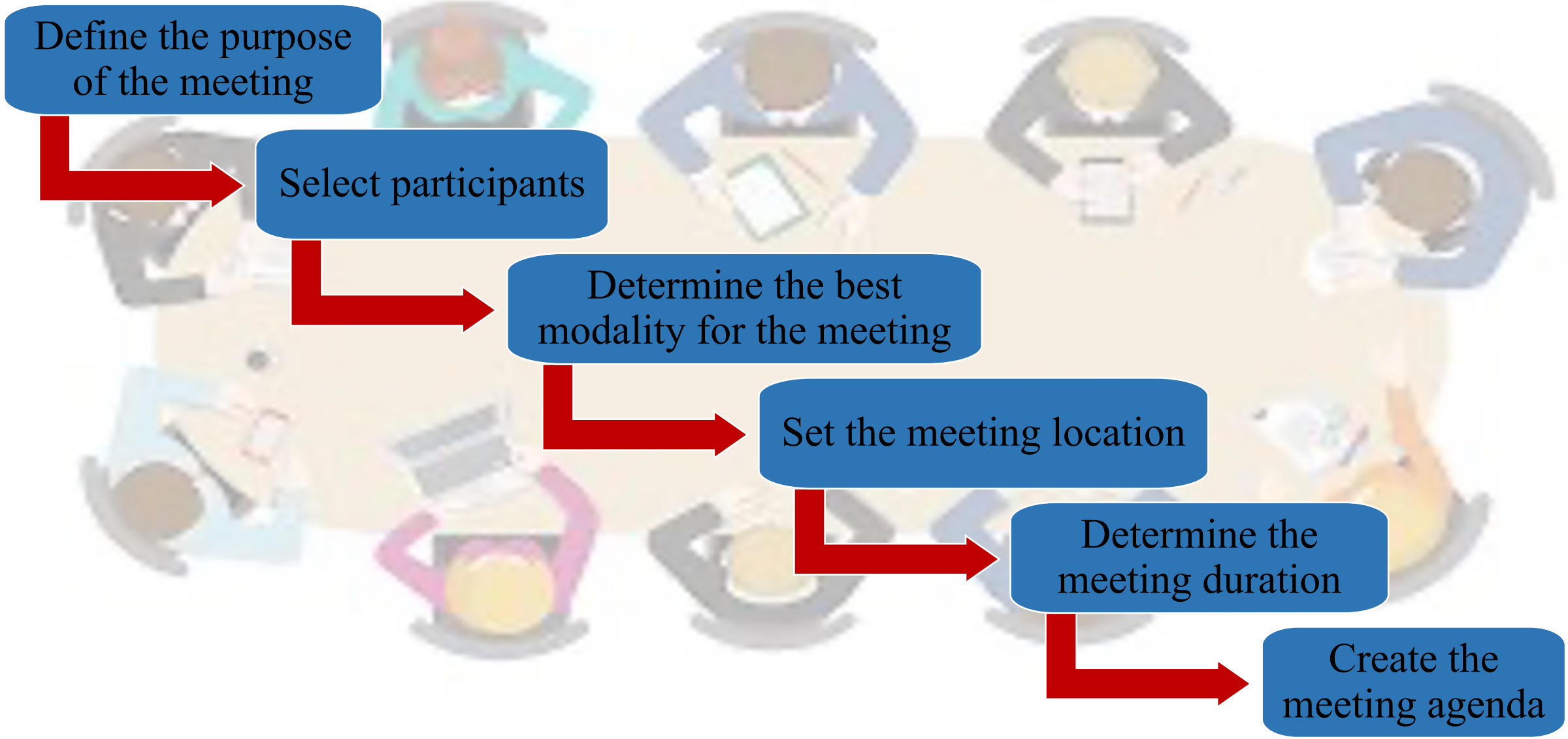
From a participant's response, identify the issues with the meeting

We didn't start for 20 minutes because people were just chatting and then the meeting went on for an extra hour. One of the participants wouldn't shut up. No-one else was able to speak.
I didn't really know what we were supposed to be talking about, and at the end I didn't know what we had decided. I felt it was a complete waste of time. I came prepared because I had read the documents that we were supposed to discuss, but it was really clear that a lot of other people at the meeting hadn't read them. Some of them didn't even bring the documents at the meeting. I felt so frustrated.

From a participant's response, identify the issues with the meeting

I wanted to contribute because I thought I had a few good ideas, but I didn't feel comfortable giving my opinion, so I just kept quiet. The meeting room was small so we were all sitting really close together. There was also construction work going on outside so it was hard to hear.

Steps before meeting



What is a meeting agenda?

The outline of items to be discussed and tasks to be accomplished during a meeting

Before a meeting, an agenda should be written and distributed because it:

- Helps structured communication
- Helps people stay focused and on task
- Provides checklist
- Ensures time constraints
- Makes meetings organized and productive

Good agenda items are:

- **specfic**
- **result-oriented**
- **timed**
- **realistic**

Preparing agenda

- Agenda items must be **clear**.
- The items must start with a **formal action verb**, e.g. "***Vote on Approval of Next Year's Budget***".
- The agenda item may also **mention the name of the person responsible to brief about that particular item**.
- The last item is usually "**New Business**" or "**Any other matter**" to allow participants to discuss any other issue related to the purpose of the meeting.

Scenario: You are a project manager leading a meeting with a development team to discuss the implementation of a new feature in a software application.

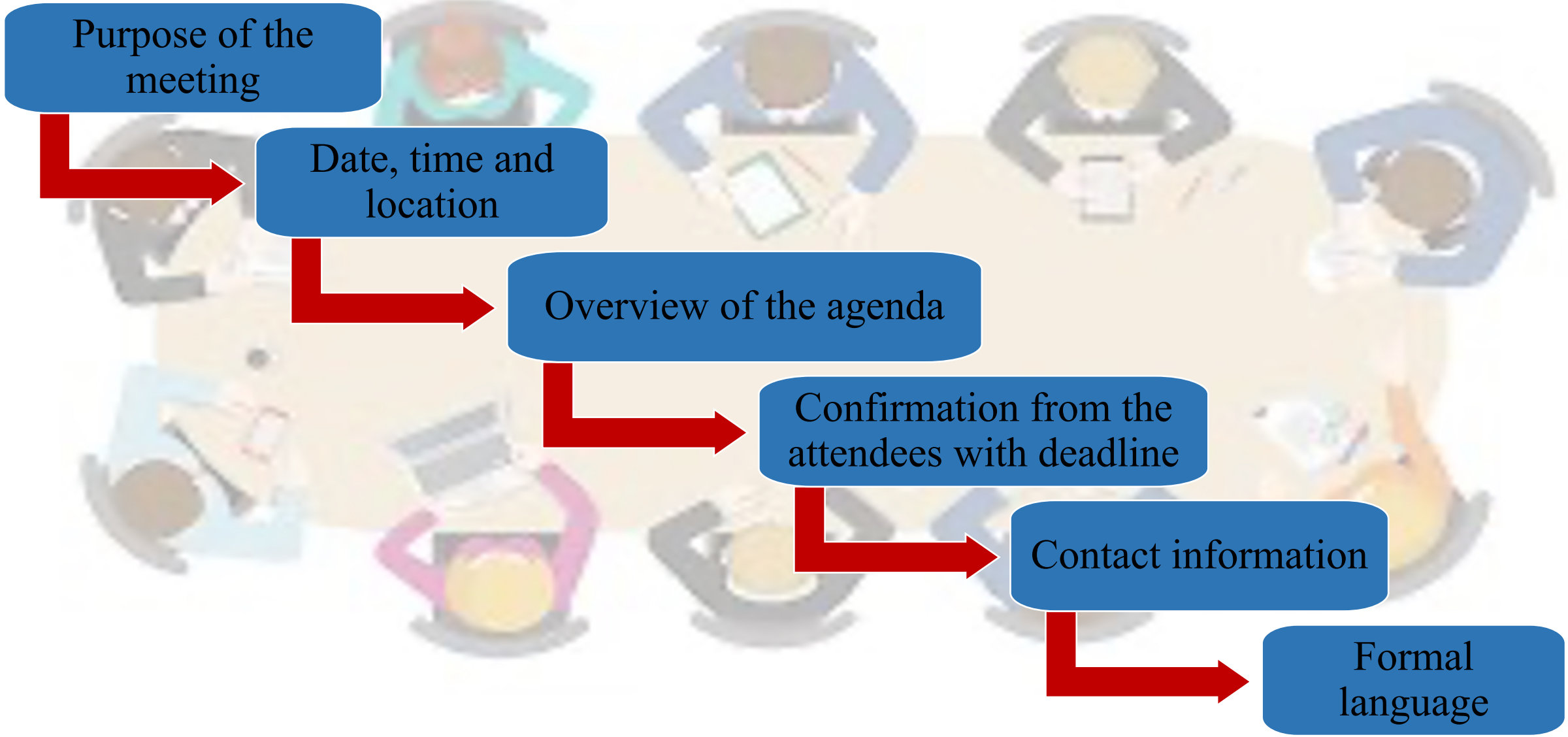
- Instruction: Read the goal of the meeting and other description about the needs of the meeting on page 15 ‘Group 1: Scenario’.
- Task: Create an agenda for this meeting.

Your agenda should include following

- ✓ Meeting Title
- ✓ Meeting Objective
- ✓ Date
- ✓ Time
- ✓ Location
- ✓ Discussion Items with the name of individual responsible for leading each discussion and alloted time

Meeting announcement E-mail

Information in E-mail



Structure of the E-mail

Subject Line

- A clear, concise subject for your invitation

Salutation

- Dear . . .

First Paragraph

- Brief objective of the meeting including the meeting title
- Date, time and venue of the meeting
- Purpose of the meeting

Structure of the E-mail

Second Paragraph

- Addressing the specific attendees of the meeting
- Overview of the meeting agenda

Third Paragraph

- Confirmation from attendees with deadline
- Contact information

Closing

- Cordial statement: I/We look forward to . . . .
- Complementary close: Sincerely, regards . . .

For sample E-mail see page: 14

Scenario: You are supervising a charity event and need to hold a meeting with your organzing committee to discuss the progress and plan the next steps.

- Task 1: Invent all necessary details and write the agenda of a meeting.
- Task 2: Write a formal invitation E-mail to the committee members.

Follow the format given on page: 14 for your E-mail invitation

Your agenda should include following

- ✓ Meeting Title
- ✓ Meeting Objective
- ✓ Date
- ✓ Time
- ✓ Location
- ✓ Discussion Items with the name of individual responsible for leading each discussion and alloted time