<div align="center">Day-2 Task</div>

1. https://www.youtube.com/watch?v=7dFtYKnnrLE

The core actions that distinguish productive and professional meeting behavior from unproductive conduct center on **preparation, time management, active engagement, and focus**.

Key Distinctions Between Professional and Unproductive Conduct

1. Preparation and Structure

• **Productive/Professional:** Successful meetings begin with preparation. If leading, you send an agenda in advance; if attending, you review any necessary materials beforehand to contribute effectively and engage in meaningful discussions.

• **Unproductive:** People are unprepared or lack materials, which hinders effective contributions.

2. Time Management and Punctuality

• **Productive/Professional: Time management is essential**. Participants arrive on time, or log in a few minutes early for virtual meetings to check their setup and ensure they are ready.

• **Unproductive:** Arriving late, which is viewed as disrespectful to others and disrupts the flow of the meeting.

3. Participation and Active Listening

• **Productive/Professional: Active listening** is just as important as speaking. Participants wait for a natural pause before adding input and avoid interrupting others. In virtual settings, professionals use features like the chat or "raise hand" button to contribute respectfully and keep the conversation organized.

• **Unproductive:** Speaking over others or interrupting the conversation

2. https://www.youtube.com/watch?v=cST_Q5VpLRw

The process for writing effective meeting minutes involves four basic steps: **preparing in advance** for the meeting, **actually writing the notes**, **rewriting the notes** to ensure readability, and finally, **storing or sharing** them.

Preparation Steps

Preparation, even if only for a few minutes, helps ensure the process runs smoothly and looks professional.

1. **Write the Agenda:** Most professional meetings have an agenda, and you should structure the meeting notes based on it. Putting the agenda into the notes beforehand provides the necessary structure.

2. **Prepare a Template:** Prepare some kind of template or framework for how the meeting notes should appear. If your company does not have a template, a simple example is easy to create.

3. **Include Essential Information:** Ensure the template has a place for the **title, date, and time** of the meeting. For formal meetings, a **list of participants** should also be included. If there was a PowerPoint presentation, adding a link to it can make it simple to find later.

3. https://www.youtube.com/watch?v=GAJV5hyrCD4

The essential structural components for designing an effective client meeting agenda are based on a seven-step framework intended to help drive client conversations in the right direction.

The seven key components of the meeting agenda structure are:

1. **Key Outcomes (Step 1):** You must state the **purpose of the meeting** and the **expected result**. Meetings typically fall into three types: information meetings (for exchanging information), align meetings (for making decisions

or agreeing plans), or resolution meetings (for solving problems or dealing with conflict).

2. **Prework (Step 2):** This component describes any **work that must be completed in advance** so that everybody arrives prepared. Completing prework helps ensure the meeting is much more efficient and effective.

3. **Participants (Step 3):** This requires listing everybody you need to invite to help achieve the meeting outcome. It is crucial to be selective, only including people who have a stake in the issues, possess the most information/knowledge, have decision-making authority, or have responsibility for implementing the outcomes.