

Agenda

The agenda means the things to do in the meeting. It is a pre-defined business program that is handled at the meeting. It is a systematic record of business items in the correct order of importance. When preparing the agenda, routine items are placed first and then controversial matters are laid out.

It is generally presented with a meeting notice. The agenda should be written in clear and explicit language with avoidance of vague words. The agenda is prepared before the meeting with the aim of avoiding any important work being missed in any meeting. The agenda is prepared by the Secretary in consultation with the president or CEO of the organization.

Generally the agenda is written at the bottom of the notice. Sometimes, the agenda is given in a separate sheet attached to the notice. All items on the agenda are written in order of importance, sometimes with notes under each item. The agenda items must be within the scope of the meeting and not violate the rules, regulations of the organization. Sometimes, the agenda is written in the agenda book for the use of the president.

Characteristics of agenda

- Generally, the agenda is sent with the meeting notification.
- It is written in the end but before or after the meeting organizer signs.
- Controversial topics must be written at the end.
- The topics are determined by the secretary in consultation with the higher authority or the meeting organizer.
- It is written in a concise but candid manner.

Importance of agenda

The agenda is the explicit topics to be discussed at the members' meeting. No one can ignore the importance of the agenda. The importance's of an agenda are as follows:

- As it is already circulated, committee or meeting members can prepare to discuss topics thoroughly.
- It helps to make a quick decision.
- Since it has a set of system, it helps the president to manage the meeting smoothly.
- It can ensure coverage of all topics to be discussed in the meeting.
- It helps to control unnecessary speech in the meeting.
- It helps to write down the meeting minutes and its decision.
- As presented earlier, meeting members can exchange their thoughts and ideas informally before the meeting takes place.

Easy Steps for Writing an Agenda

- Type in the agenda title.
- Followed by knowing when, where and where.
- Write an overview of the meeting.
- Identify topics and / or activities, allocate enough time.
- Add additional instructions.
- Check for errors.

Meeting Agenda

Date: Feb 22, 2024 **Time:** 9:00 am **Location:** Room 42

Topic 1: Title of First Topic

- Discussion point list with bullets
- Second talking point
- Third talking point

Topic 2: Title of Second Topic

1. Discussion point list with numbers
2. Second talking point
3. Third talking point

Topic 3: Title of Third Topic

- A. Discussion point list with letters
- B. Second talking point
- C. Third talking point

Topic 4: Title of Fourth Topic

- I. Discussion point with roman numerals
- II. Second talking point
- III. Third talking point

Notes and Action Items

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Notice

Notifications are an official means of communication targeting a specific person or group of people. It is like news reporting that informs a person or people about some important events. This can be an invitation to attend a meeting, or announce any event, to issue specific instructions, submit appeals, etc.

The notice is a written expression or oral statement that contains the details of the meeting. When a circular is served among the members of the meeting to attend the meeting, it is called a

notice. The notice includes the meeting time, venue, date and agenda. The notice must be sent by the competent authority at the appropriate time so that members can attend the meeting at the appropriate time.

Essential Elements or Factors of a Valid Notice

The essential elements or factors of a valid notice are given below:

- 1) **Signature:** The notice must be signed by the competent authority. Only the legal authority shall serve the notice.
- 2) **Proper Time:** The notice must be provided at the appropriate time. It must be circulated in accordance with the rules and regulations of the company or organization.
- 3) **Time and place:** The time, date and place of the meeting must be mentioned in the notice.
- 4) **Unconditional:** There must be no condition or complication in the notice regarding attending the meeting. Always an unconditional notice.
- 5) **Agenda:** The agenda means the topics to be discussed at the meeting. The correct notice must include the meeting's agenda.
- 6) **Conciseness:** The notice must be of short size. It should be clear, simple and easy.
- 7) **Proper people:** The notice must be provided to the right people who are entitled to attend the meeting.
- 8) **Enclosure:** An explanatory statement must be sent with the notice.

Tips for notice writing

- Be accurate and to the point. The ideal length of notice is 50 words, therefore exact language is appreciated.
- It is an official form of communication, so the language used should be formal as well. There is no flowery text.

- Make sentences short and use simple words. Since the notices are somewhat short, they are best to be simple.
- Use passive voice as far as possible.
- Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

Notice of Meeting sample

LEXAX CO-OPERATIVE SOCIETY

Habib mansion, 29/1, Motijheel, Dhaka-1000

Ref No

Date: 20.12.04

NOTICE

NOTICE is hereby given that the Annual General Meeting of the Club will be held at the club premises on Monday, the 14th July, 2004 at 4 P.M to consider the agenda items give below.

All of our members are requested to be present at the meeting.

By Order

MD. Ashraf Khan
Secretary

Agenda

- To confirm the proceedings of the last Annual General Meeting.
- To receive and adopt Secretary's Report.
- To consider and adopt the audited accounts of the club for 2003-2004.
- To consider and sanction the-proposed budget for 2003-04.
- To elect office bearers for 2003-04.
- To appoint auditor for 2003-04.
- To consider the proposal for raising the rate of annual subscription from Tk. 10th to Tk. 20 per head.
- To consider the celebration of Silver Jubilee of the Club.
- To consider the proposal for repairing the club building.
- Miscellaneous.