**ASSIGNMENT#03**

Name: Saman Khan

ID: 19K-0354

Section: H

**TASK#01:**

Question#3-Part a:

Yes, the purpose of the meeting was clear. It was to discuss this month’s high level issues in the company.

Question#3-Part b:

Some of the chairperson actions were involving everyone in the discussion by addressing every issue. He also concluded the meeting items discussed up to that point by summarizing them before the lunchbreak.

1. The chairperson, Marcus White who’s also the Managing Director of the company, began the meeting by greeting everyone and acknowledged John’s absence then he moved on to verify whether everyone has a copy of the agenda. He brought attention to point#4 of agenda and informed the group about Ms. Patricia’s presentation on the online survey results.
2. Yes, Mr. Wright was democratic. He was giving everyone a fair chance to share their point of view. He engaged everyone by asking their inputs regarding the matter.
3. The chairperson made sure to ask for everyone’s opinion after each point was covered. He made sure that all the queries and confusions were cleared before moving forward to the next point. He ensured that there was a mutual agreement.
4. The decision which were made regarding point number two was to replace the two board members that were leaving. However, there was no decision made regarding the point number three of the agenda due to Ms. Patricia’s arrival. So, the chairperson simply summarized the points discussed so far and decided to come back to point number three after the presentation.

**TASK#02:**

Question#3-Part c:

The roles played by the participants were:

1. Mr. Marcus: Chairperson
2. Mr. David: Factual Contributor
3. Ms. Maya: Clarifier/ Idea Contributor, Factual Contributor
4. Ms. Anna: Questioner
5. Yes, some members did exhibit negative characteristics. Anna (the customer services director) was a little impolite towards Maya’s (the finance director) proposition of imposing cost saving measures. Secondly David (the sales and marketing director) rudely interrupted Anna when she was not even done giving her opinion.
6. The members supported their ideas by providing factual data. In the beginning, Maya distributed her handouts which contained all the data regarding sales of the company. While David on the other hand also prepared his own handouts regarding the offers of the company.
7. Maya appeared to be the most useful member in the group as she had all her facts right, also she did not exhibit any negative characteristics. She was the one who proposed the idea of a customer survey which everyone agreed with.

**TASK#03:**

**Alex’s IEP Meeting**

**Meeting Minutes**

**Date/Time:** April 01, 2020; 1:00 pm-2:00 pm

**Venue:** Counsellor Meeting Room

**Attendees:** Ms. Sara, Ms. Emily, Mr. Sanchez, Ms. Marca, Mr. Brooks

**Absent:** None

**Guests:** Alex, Mr. Joe (Alex’s father) and Ms. Mia (Alex’s Mother)

**Agenda:**

1. Greetings and Introductions. (10 minutes)
2. Discuss Alex’s strengths and weaknesses. (20 minutes)
3. Discuss Alex’s behavior and how to improve his issues. (30 minutes)

**Agenda Task#1: Greetings and Introductions**

* Ms. Marca welcomes and greets Alex’s family.
* Everyone including the staff and Alex’s parents were introduced.

Action Items:

* A paper copy is given regarding the meeting’s steps and procedure, also a list is attached to the board for everyone to see.

**Agenda Task#2: Discuss Alex’s Strengths and Weaknesses**

* Ms. Sara, Alex’s Math teacher, told that Alex is very confident in maths.
* Ms. Emily, Alex’s English teacher, said that Alex is well mannered and a great student.
* Mr. Brooks, Alex’s special education teacher, told that Alex is making a great progress.
* Alex’s parents told that Alex is working hard to improve himself.
* His teachers further tell that Alex is very shy in math and finds it difficult to work in groups in English. He finds it difficult to read long passages and gets frustrated due to the assignments and homework.

Action Items:

* Alex is asked to go back to his classroom.

**Agenda Task#3: Discuss Alex’s Behavior and How to Improve His Issues**

* Due to the social pressure Alex has confidence issues. He becomes very anxious in media class and often lashes out (verbally) at other students. He’s also embarrassed about his disabilities.

Action Items:

* Parents are asked to make sure that Alex reads at home.
* Alex will meet the psychologist twice a month.
* Alex will be reading books from the library in his support class.

**Adjournment:**

Meeting was adjourned by Ms. Marca. The next meeting will be on June 01, 2020 from 1:00 pm to 2:00 pm.

**TASK#04:**

Question#1:

Information that needs to be included in John’s notes is:

Meeting minutes (John Grogan) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 4th July\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present: Dan Clarke (chair), Peter Lewis, Colin Scott, John Grogan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan – queries arrival of new laptop \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peter – new shipment has now arrived\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colin – late payment fees apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan – need to seek legal advice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Question#2:

1. The reporting phrases that John uses in his report are: reported, pointed out and agreed. Whereas “it was agreed” is an impersonal phrase.
2. The tense used in the report is past tense, and the reason is because the meetind had already taken place.

Question#3:

1. B

2. B

3. B

In part 1 and 2 the form of tense wasn’t right in option A, because the minutes of meeting are not sent on the same day. In part 3 it was everybody’s decision to seek a legal advice. The decision was unanimous.

Question#4:

The group decided that it would be a great idea to invest in core projects in Middle East as the company is doing great in bringing in new profits.