

Chapter 4 – Types of Meeting



**What did you notice
from this two pictures ?**



Meetings take place when two or more people come together to discuss one or more topics for the following purposes:

- ▶ to share information
- ▶ to evaluate ideas
- ▶ to develop plans
- ▶ to make decisions
- ▶ to create a document
- ▶ to motivate members



Types of meeting

What is the difference between this two pictures ?



Types of meeting

Business meeting can be



Informal meetings



Formal meetings



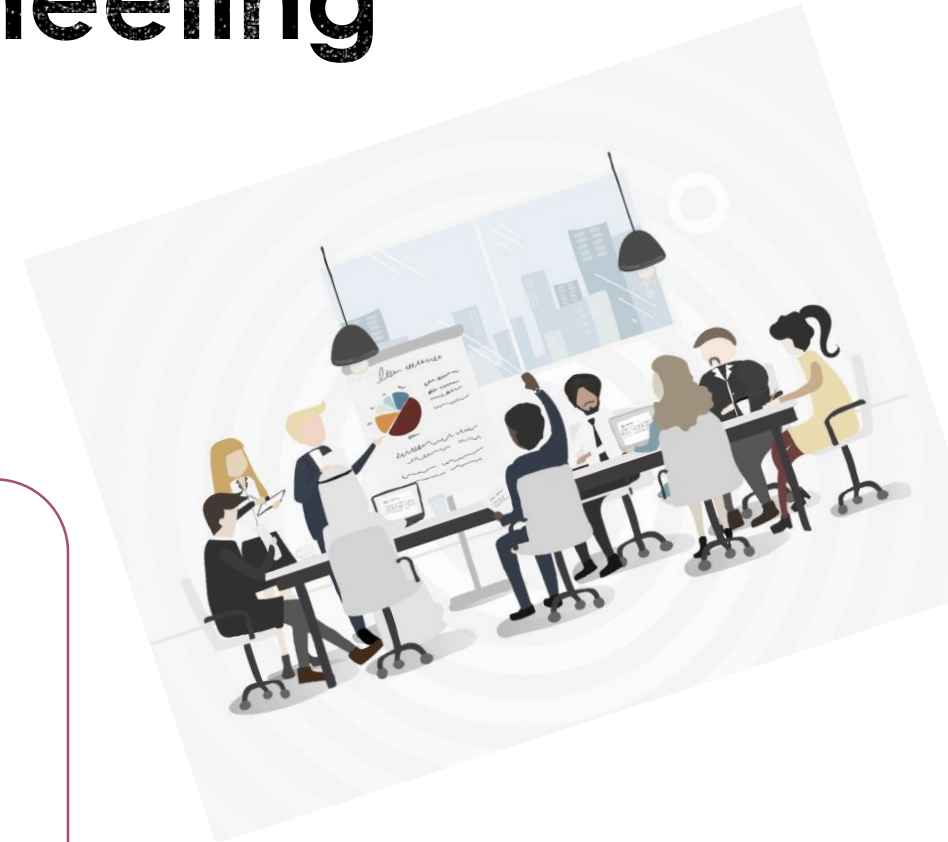
Types of meeting – Formal meeting

Formal Meetings

Meetings are conducted according to specific predetermined

For Example
Scholarship meeting
Presenting new product or
Service presentation

تجري الاجتماعات وفقاً لمواعيد محددة مسبقاً



Types of meeting – Formal meeting

Formal Meetings Definition

A planned Meeting that is held at specific time with the availability of a chair and secretary



Formal meeting include

The **frequency** with which the meeting should be held , whether annually , monthly and so on .

The amount of advance **notice** that must be given .

The number of persons that must be present (the quorum)

The level of documentation that is needed , such as : minutes and written notice

The purpose of the meeting

The agenda

Q 6
Workbook: page
78



Formal meeting Example

A statutory meeting held once a year at which the organization's entire membership is eligible to attend

Annual General Meeting (AGM)

General Meeting

Extraordinary General Meeting (EGM)

Board Meeting and Committee Meeting

Statutory Meeting (Between Company and its shareholders)



Types of meeting – Informal meeting

Informal Meetings

Easier to arrange as there is no formal rules

Devise by the organizations

Some meeting held on regular basis , Weekly department meeting , or particular purpose or to solve an urgent problem



Informal meeting

Informal Meetings Definition

**Unplanned meeting that could be held at
anytime**



Informal meeting types

Staff meetings

- between employees in the same, or different, departments. There may be a meeting of the entire staff to give them important information.

Departmental meetings

- which are held between a manager and their staff.



Video conferencing

In today's business world, both types of meetings can be held electronically.

The internet and modern telephone systems (technology) can be used to send live video pictures as well as sound over very long distances. This means business meetings can be held between people located in different places in the world without the need to travel to meet face-to-face.



Validity of Meeting

For the formal meeting to be valid (legal) there is conditions must be met :-

1- A notice must be sent to all participants

This mean the notices of anyway of communications to call someone to attend a meeting

Must be send in advance (1 – 2 Week before the meeting)

2- Availability of both chairperson and quorum as specific regulation

Chairperson : who is responsible for managing directing and controlling the meeting

Quorum

Quorum is the minimum/smallest number of participants that must be present at a meeting to make it valid.

have meeting



1 Notice is being sent to all participants.

2 Availability of Chairman and Quorum.

3 Held according to rules and regulations.

Notice of Meeting

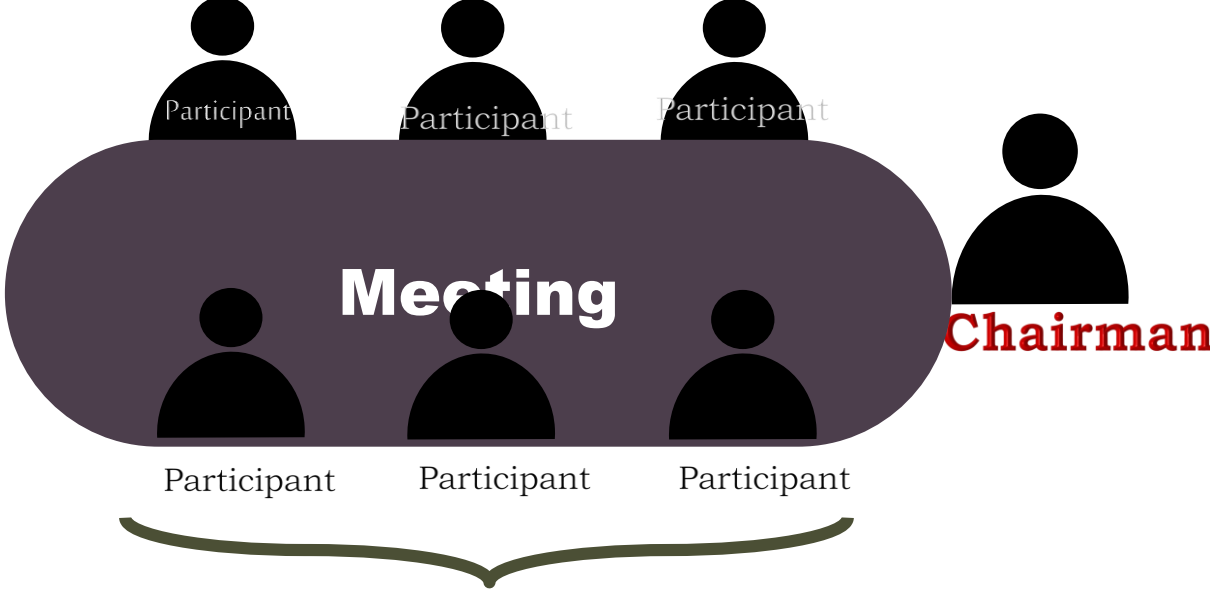
Please be informed of our meeting, scheduled on Sunday, 27 March 20 --, at 10:00 a.m. in the conference room no. 2.

The meeting will discuss the new trying programs that will be held in BIBF next month.

Mariam Moh'd
Secretary

7 April 20--

Enc: Minutes of meeting of 5 March 20--



A person who manages, conducts and controls the meeting.

Quorum is the minimum/smallest number of participants that must be present at a meeting to make it valid.

Validity of Meeting

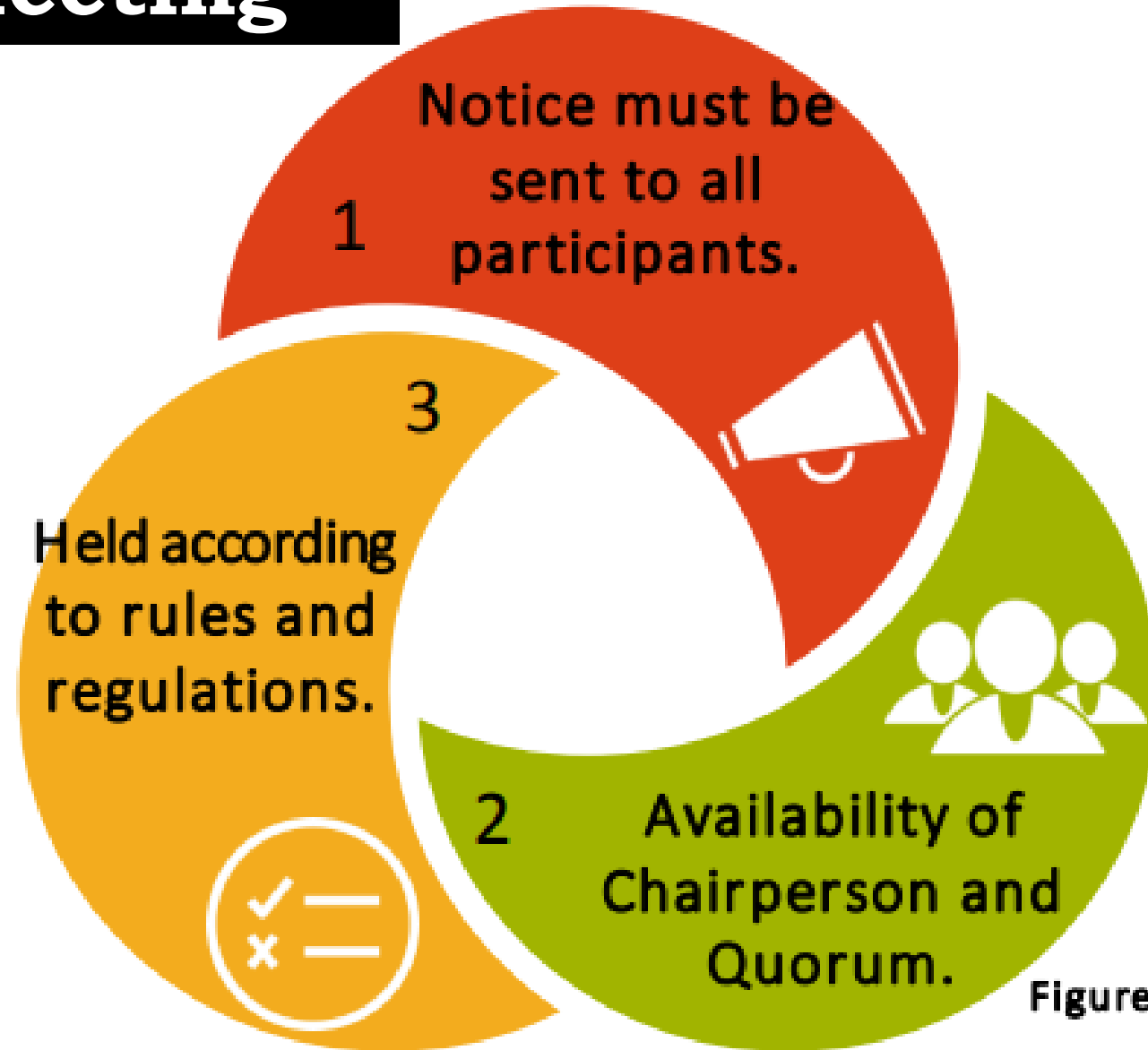


Figure (4).



Chapter 4

Meeting Documents

Introduction

ABC LIMITED

Notice is hereby given that the 22nd Annual General meeting of ABC LTD. will be held at Awal hall in Gulf Hotel on MONDAY, 20th MAY, 20---, at 10:00 a.m. to transect the business set out in the notice convening the Annual General Meeting which will be sent to the Share Holders along with the explanatory statement under section 21 of Companies Act 2001.

For, ABC LIMITED

Read the advertisement which was published in one of the newspapers:

- **What do you think the advertisement represent?**
- **Who is the sender and receiver of the advertisement?**
- **When should you send this document?**
- **What are the important things that you should consider in this advertisement?**

Organizing a meeting can be monumental (Huge) task in the workplace and it's required several documents .



Meeting Documents

The documents used for a formal meeting

Notice

agenda

Minutes



Notice - definition

Notice

It is any form of communication send to the member of the meeting, to inform them of the time , date , location of the meeting

Notice

To : All Departments Manager
From : General Manager
Date : 15 March 20--
Subject : Staff Trying

Please be informed of our meeting, scheduled on Sunday, 27 March 20 - -, at 10:00 a.m. in the conference room no. 2.

The meeting will discuss the new trying programs that will be held in BIBF next month.

Notice – Tips (4.2.1) p 86

Notice

Is to inform the participants about the meeting and its could be in one of the following forms

Notice

To : All Departments Manager
From : General Manager
Date : 15 March 20- -
Subject : Staff Trying

Please be informed of our meeting, scheduled on Sunday, 27 March 20 - -, at 10:00 a.m. in the conference room no. 2.

The meeting will discuss the new trying programs that will be held in BIBF next month.

Written or typed
advance notice

Door to Door handbills

Press notice

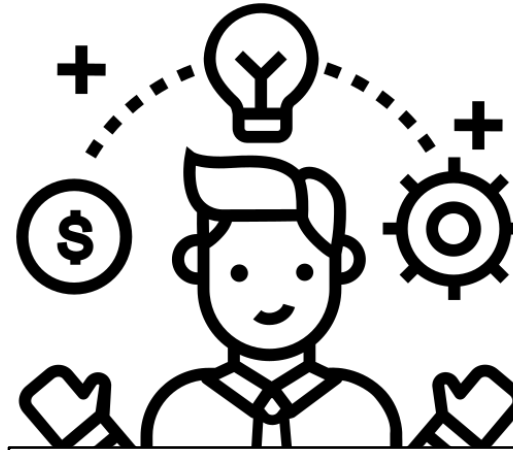
Notice Board

Bill Posting

Boardacating

Notice

All Notice form must contain certain basic information



Business details



Type of meeting



NOTICE OF MEETING

A meeting of the company's Social and Welfare Committee will take place in the Committee Room on Wednesday 7 May at 10:30 a.m. Items to be included on the agenda should be sent to the secretary to arrive no later than 5:00 p.m. on Wednesday 16 April 20--.

Mariam Moh'd
Secretary

7 April 20--

Enc: Minutes of meeting of 5 March 20--

Notice

All Notice form must contain certain basic information

The venue
Location

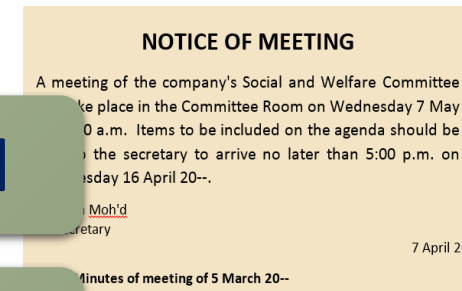
The day ,date and time of the meeting

The details of any special business to be transacted

The type of meeting e.g (Public or committee)

The date of the notice

The convener's name



Agenda

A list of topics to be discussed in a meeting

Distributed to a meeting participants prior (before) the meeting , they will be aware of the subject to be discussed and able to be prepare for the meeting

Headed with the date , time and location of the meeting , followed up by s series of point outlining the order of meeting

Agenda

Some agenda are fixed

Some agenda only for particular meeting

Agenda fixed item

Welcome / Open meeting

A apologies for absence

Matters arising from previous meeting

A list of specific points to be discuss

Any other business (AOB)

Arrange / announcement details of the next meeting

AGENDA

For a meeting of the Social and Welfare Committee to be held in the Committee Room on Wednesday 7 May at 10:30 a.m.

1. Apologies for absence.
2. Minutes of the last meeting.
3. Matters arising from the last meeting.
4. Correspondence.
5. Report from recreational fund treasurer.
6. Staff medical insurance scheme.
7. Any other business.
8. Date of next meeting.

Mariam Moh'd
Secretary

22 April 20--

Minutes

MINUTES

Of a meeting of the company Social and Welfare Committee held in the Committee Room on Wednesday 7 May 20—at 10:30 a.m.

Those Present: Ms. Mona Jassim (Chairperson)
Ms. Mariam Moh'd (Secretary)
Mr. Ali Abbas (Treasurer)
Mr. Khalil Ebraim, Mr. Nabeel Jabber, Mrs. Abrar Khalid,
Mr. Salman Ahmed, Mrs. Jenan Salem, Mr. Issa Ali, Ms. Khawla Mubark

Apologies for Absence:
were received from Mr. Abdulla Moh'd, who is attending a conference in Dubai.

Minutes of the Last Meeting:
Held on 5 March 20—, were probed as an accurate record by Mr. Nabeel Jabber, seconded by Ms Abrar and approved by the Committee.

Staff Medical Insurance Scheme:
Mr. Salman introduced this topic, speaking to a paper giving full details of the scheme as suggested by the Board of Directors and circulated to the committee members (see Appendix 1 of these minutes). The scheme would operate by deduction of contributions from pay at a standard rate, and contributors would receive a range of benefits including private health care and compensation for loss of earnings through illness.

Mrs. Jenan welcomed the scheme, but Mr. Issa had reservations, feeling that the deductions should be varied in amount, to enable those who wished to insure for higher rates of benefit. Mrs. Jenan disagreed strongly, seeing the scheme as a further way of breaking down barriers between management and employees.

After a full discussion, it was proposed by Mrs Jenan and seconded by Mr. Khalil that the opinions of all employees would be sought by means of a questionnaire. An amendment that the questionnaire should also ask if employees would prefer a standard or variable rate of contribution was proposed by Mr. Nabeel and seconded by Mrs. Abrar and Mr. Salman.

The decision was passed by six votes to three, and due to the motion that the circulated questionnaire produced, it was then passed unanimously.

Any Other Business:
Ms. Khawla raised the question of maternity and paternity leave for all staff. After a brief discussion it was agreed that this can be placed on the agenda for the next meeting.

Date of the next meeting:
This was fixed for Wednesday 7 July at 10:30 a.m.

The Chairperson declared the meeting closed at 12:07 p.m.

Minutes

The minutes must contain:

1. date, time and venue of the meeting.
2. name of all attendees.
3. apologies for absences, if given.
4. name of the chairperson.
5. purpose of the meeting.
6. issues being discussed, usually in the order indicated on the agenda.
7. decisions taken.
8. date, time, venue and purpose of the next meeting.

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Ms. Mariam Moh'd (Secretary)
Mr. Ali Abbas (Treasurer)
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Minutes

- Minutes should simply record and not interpret in any way.
- Record only the factual basis of the points raised.

-Minutes should be written in the past tense. You must also use the third person (which means you never write 'I', 'you', or 'we'). For example, you would not write 'we are deciding' but 'it was decided'.

Minutes

Minutes are used to document all proceedings, from the start of the meeting to its conclusion. **Or:** it is a written record of all the issues that have been discussed in a meeting. **Or:** a permanent record of the decisions and activities of the organization.

The minutes are vital because they:

- ▶ provide a full record of the discussion at the meeting.
- ▶ identify the actions taken or that should be taken, and by whom.
- ▶ record whether the goals have been achieved.
- ▶ assist in planning future meetings.

Q7: Using the following information, prepare the notice and agenda of the meeting:

Q 7
Workbook: page 82

The Headmaster of the school is planning for the Monthly Teachers' Meeting to be held on 21st May 20-- at 9:00 am in the Main Hall of the school. The secretary wrote the following points: apologies, minutes of the last meeting, reports of middle management, the educational conference, motivating students for the final exam, the students' grades, the end term exams, any other business and date and time of the next meeting. But the Headmaster decided to discuss the requirements of the educational conference in the next meeting.

Note: use today's date

AWAL SECONDARY SCHOOL

NOTICE OF MEETING

A meeting of **The monthly Teachers' Meeting**
will be held on **21st May 20--**
in Main Hall of the at **9:00 am**
school

AGENDA

1. Apologies for the absence.
2. **Minutes of the last meeting.**
3. **Reports of middle management.**
4. **The educational conference.**
5. **Motivating students for the final exam.**
6. **The students' grades.**
7. **The end term exams.**
8. Any other business.
9. **Date and time of the next meeting**

Mariam Jassim
Council Secretary

Date:



Q 9
Workbook: page 84

Q9: Read the following document and answer the questions below:

ARADOS COMPANY

NOTICE OF THE MEETING

Please be informed that our monthly teacher's meeting, is scheduled for Sunday, 27 May 20--, at 10:00 a.m. in the Conference Room.

AGENDA

1. **Welcome/open meeting.**
2. **Apologies for Absence.**
3. **Minutes and matters arising from last meeting.**
4. Reports of the Supervisors.
5. The student's grades for the midterm exam.
6. The end semester exam.
7. **Any other business (AOB).**
8. **Date and Time of next meeting.**

Salman Abdulla
Sectary 5 April 20--

Enc: Minutes of meeting 13th April 20--

- 1) When was the above notice sent? **5 April 20--**.....
- 2) Is there any enclosure attached with the notice? If any mention it?
..... **Yes, minutes of meeting 13th April 20--**.....
- 3) When and where is the meeting planned to be conducted?
..... **Sunday 27 May 20--, at 10:00 a.m. in the conference Room.**.....
- 4) Who will receive the above document? **The teachers**.....
- 5) Complete the missing parts of the agenda (parts 1-3 and 7-8).

Q4: Who prepared the agenda?

The chairperson

Q5: Why should the agenda be distributed prior to the meeting?

To give the participants a chance to prepare for the meeting accordingly.

Q 8
Workbook: page 83

Q8: Use the document given below to rewrite the Notice & Agenda of the meeting.

The Meeting of the committee of the Tylos Company held on Monday 21 April 20-- in the Hall No. 2, at 8:00 pm		
Present:	Ali Moh'd - Omarjassim - Faisal Khaled - Mona Salman	Secretary's Report This was circulated and accepted.
Apologies	There were no apologies for absence	Sports Programs for 20-- A sub-committee who agreed to deal with the preliminary arrangements for this. This sub-committee consists of Rooney, Jones & Scholes.
Minutes	The minutes of the meeting held on Sunday 30 March 20-- were approved and signed by the Chairperson.	Raising of Subscriptions It was agreed to defer discussion of this until the Annual General Meeting in June 20--.
Matters Arising	There were none	Any Other Business Concern was expressed by several members about the fall in membership of the Social Club and it was agreed to advertise in the Works Magazine as soon as possible to try and interest new employees in the Club.
Correspondence	The secretary read a letter from Mr. Ebrahim Ahmed who left the club and regrets that he has to resign from the committee. It was agreed that a letter should be sent to Mr. Ahmed to thank him for all his help with the work of the committee.	
Treasurer's Report	This was circulated and accepted.	Date & Time of Next Meeting This was fixed for Thursday 29 May at 20-- in the Works Canteen.
	<i>Signed..... Chairperson</i>	
		<i>21/4/20--</i>

TYLOS COMPANY

NOTICE OF THE MEETING

A meeting of the Committee **Tylos Company**
Will be held on **Monday 21 April 20-- in the Hall No. 2 at 8:00 pm**

AGENDA

1. **Welcome/open meeting**
2. **Minutes of the last meeting**
3. **Correspondence**
4. **Treasurer's and Secretary's Report**
5. **Sports Programs for 20--**
6. **Raising Subscriptions**
7. **Any Other Business**
8. **Date and Time of next meeting**

Shaikha Khalid
Council Secretary

5 April 20--

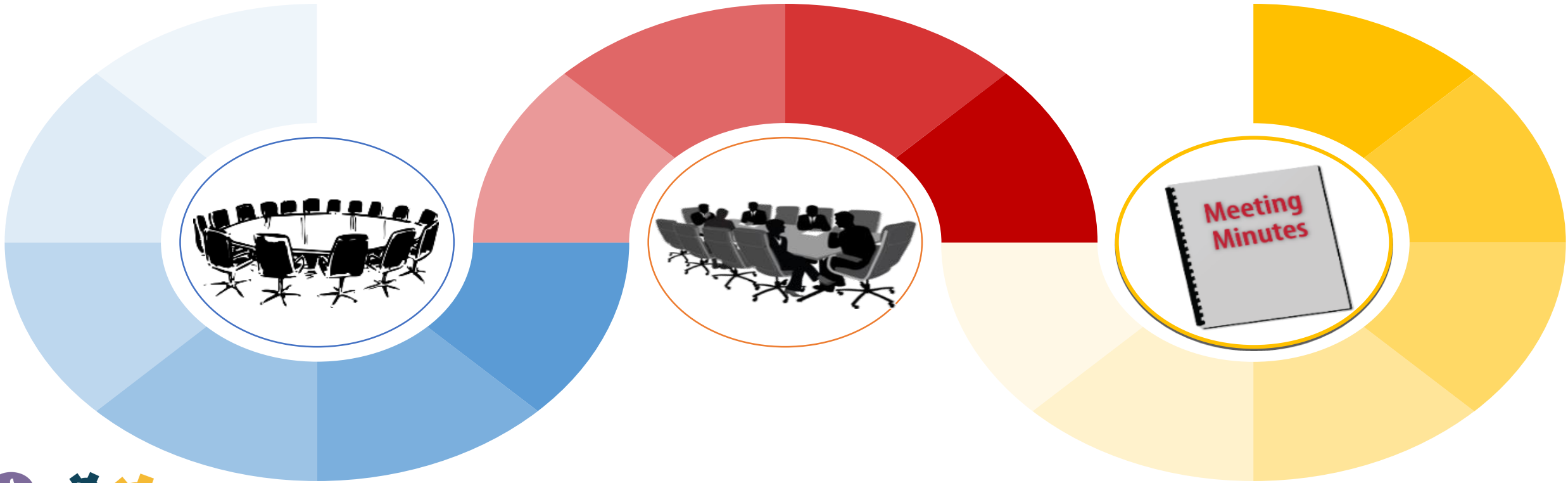
What did you understand from this pictures ?



Organizing an effective meeting is an important task that should involve preparing , conducting , and contributing valuable ideas , resources and information in order to be screenful



Stage of Meeting



Stage (1) . Before The meeting

Success of any meeting depends on the preparations for it .

Good Planning include

**Determining the purpose of
the meeting**

Selecting the participants

Choose the time

**Selecting the place
Venue**

**Sending a notice to
participants**

Creating agenda

Every meeting have a clear purpose

Q 1

Workbook: page 87

Determining the purpose is to define problem , seek solution , share information of exchange feelings about issue helps to determine he type of meeting to hold ,who should participate and other important factors

We should know the purpose of the meeting to know the type of meeting to be done.

Stage (1) . Before The meeting – Selecting the participants

Q 1

Workbook: page 87

Participants should be invited

Only those whose attendance is important and add value must come to the meeting (achieve meeting purpose/objective).

Selecting the meeting time is important. The time must be suitable to the chair (Chairperson) as well as the participants.

Give enough time to preparations

Stage (1) . Before The meeting – Selecting the place (Venue)

chair (Chairperson).

Pick the most convenient place to held the meeting

Q 2

Workbook: page 87

Serval factors should be consider

- Availability of the room.
- Appropriate size of the room.
- Appropriate furniture.
- Suitable lights and ventilation.
- Free from noise.
- Cost.

Stage (1) . Before The meeting – Sending a notice to participants

To inform the participants about the meeting, you should send a notice.

Q 2

Workbook: page 87

Serval factors should be consider

- Availability of the room.
- Appropriate size of the room.
- Appropriate furniture.
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- Free from noise.
- Cost.

Stage (1) . Before The meeting – Creating the agenda

To inform the participants about the meeting, you should send a notice.

Q 2

Workbook: page 87

Copies of the agenda and all related materials should be distributed a week in advance of the meeting, so that the members can prepare.

1. Establish friendly atmosphere by greeting the participants before the meeting.
2. Direct the flow of the meeting:
 - Start the meeting on time.
 - Use the agenda to guide the group.
 - Encourage member participation.
3. Make sure that the secretary is writing notes of the meeting, which is called **minutes**.
4. Present final comments by asking for a vote on key issues and summarizing decisions.
5. Close the meeting:
 - Tell participants the time, place and objectives of next meeting.
 - Thank the group for their participation.

After the meeting is over, the chairman has several issues to consider:

- 1. Check the notes made by the secretary (minutes reporter) before the final minutes is written.**
- 2. Follow up to see that the appropriate actions are taken.**
- 3. Evaluate the meeting.**

Roles in a Meeting

The duties of a **chairperson** involve the following:

- Knowing the rules, regulation and procedures relating to the meeting – particularly what is allowed and what is not.
- Starting the meeting on time.
- Ensuring that apologies are recorded from people who cannot attend.
- Ensuring that all participants know each other and introducing any new participants.
- Stating the 'ground rules' that apply and follow meeting protocol.
- Following the agenda.

Roles in a Meeting

The duties of a **chairperson** involve the following:

- Providing relevant background information on a topic and encouraging discussion.
- Ensuring that everyone has the opportunity of putting their views, but not to talk for too long.
- Summarizing the discussion and put the action to be taken.
- Arbitrating – using their casting vote – if there is deadlock between members.
- Closing the meeting properly and on time.
- Checking, approving and signing the minutes afterwards.

Roles in a Meeting – Secretary

- The **secretary** is in control of scheduling the meetings as needed, which means selecting the venue and sending a notice for the participants.
- Typing the Agenda and distribute it among the participants.
- Taking the minutes,
- If there is any necessary follow-up, he/she is tasked with this as well.

Q 6

Workbook: page 87

Q6: State TWO types of correspondence that are required to be sent before a meeting.

1.

Notice

2.

Agenda



Q7: Read the following passage carefully and then answer the questions given below:

Q 7
Workbook: page 88

" Any organization which has a number of members needs to hold regular meetings of various kinds. But meetings are only to be held if necessary.

As anyone who has attended a poorly run meeting will know, they can be lengthy, dull affairs, which to be controlled by people who like the sound of their voice and which rarely make any impression on the day-to-day running of the organization. To safeguard against this, it is essential that everyone who is involved in a meeting has a clear idea of its purpose and contributes fully and effectively to the discussion."



(a) Define a 'meeting'.

Meetings take place when two or more people come together to discuss one or more topics.

(b) What is Quorum?

Quorum is the minimum/smallest number of participants that must be present at a meeting to make it valid.

(c) List two types of meeting in the business context.

Formal meeting/ Informal meeting/ Electronical meeting.

(d) When meetings become necessary in business?

To share information/to make decisions/to evaluate ideas/to create a document/ to develop plans.

(e) List two duties of the chairperson?

1. Starting the meeting on time.

2. Following the agenda.



Q 8
Workbook: page 89

Q8: Tick (✓) to decide whether the following actions are occur (before / during / after) the meeting:

No.	Situation	Before	During	After
1	Writing the minutes.			✓
2	Greeting participants.		✓	
3	Selecting the venue.	✓		
4	Sending a notice.	✓		
5	Follow up.			✓
6	Closing the meeting.		✓	
7	Preparing Agenda.	✓		
8	Evaluating the meeting.			✓
9	Choosing the time.	✓		
10	Selecting participants.	✓		
11	Checking the notes made by secretary.			✓
12	Presenting final comments.		✓	
13	Directing the meeting.		✓	