ADMINISTRATION TASK 7: ESTABLISH MEETING PROCEDURES

VE Departments Involved
Administration and All Departments

Time Frame/Month for Activity
1-2 days
September/October and ongoing

Outcomes
Students will:

- Understand the importance of having regular meetings.
- Understand the purpose of minutes.
- Understand the purpose of an agenda.
- Understand the differences between a formal and an informal meeting.
- Conduct a meeting, which includes an agenda and minutes.

Activities/Strategies

- The coordinator will schedule a meeting with the CEO and Administration department and give them an agenda for that meeting.
- When the meeting begins, the coordinator should ask someone to take detailed notes. It should be evident that from the agenda, the employees can learn the purpose of the meeting and the items to be discussed.
- The coordinator should ask the department to plan their next meeting (the purpose of the meeting could be to plan next month’s calendar) and write an agenda.
- The entire discussion should be written up in the form of meeting minutes: date, department, names of those present/absent, items discussed, agreements, and next steps.
- The CEO will convene a meeting with the staff and distribute a copy of the agenda, meeting minutes and a memo informing all of the weekly meeting requirement and the procedures that need to be followed when a meeting takes place. (The task of taking of minutes should be rotated within each department. Each member of the department should have this experience).
- Templates for an agenda and meeting minutes may be posted on the company computer network.

Online Follow Up

- Go to www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/#3be937757a61 to read “Seven Steps to Running the Most Effective Meeting Possible” from Forbes.

Materials/Resources

- Word Agenda Wizard
- Meeting Minutes Template (Reference Files)

Mastery and Assessment

- Each VP will conduct a meeting for departments – meetings should be held at least once or twice every week.
- Students will prepare an agenda and take minutes at every meeting. These documents must be filed in chronological order within each department’s files.