

“TEAM MANAGEMENT SKILL”

Lecture14.

Practice on Managing Meeting

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Simple Meeting Agenda

Date:

Time:

Location:

Meeting Title

Meeting Objective

Attendees Present:

Agenda Items:

Item Name	Presented by	Description & Remarks	Time
Item Name 1	Person Name	Description of Item Name 1	10mins
Item Name 2	Person Name	Description of Item Name 2	30mins
Item Name 3	Person Name	Description of Item Name 3	15mins

Sample Meeting Agenda

Before starting the meeting, have everyone sign in and appoint a timekeeper who will keep each section running on time.

0:00-0:10 Host welcome and introduction

- Host of the meeting introduces themselves and welcomes attendees.
- Host shares why (s)he was inspired to organize the house meeting and the purpose of the meeting.

0:10-0:25 Attendee introductions

- Go around the room and ask each person to introduce themselves and share their reason for wanting to serve.

0:25-0:45 Choose a project

- Host introduces three or four project ideas and opens up the room for discussion.
- Discuss what projects will work best in your community.
- Group votes on project choice.

0:45-0:55 Set goals and identify leadership

- Ask which attendees are interested in being volunteer leaders - they should stay after the meeting for 15 minutes and commit to a weekly planning meeting beginning 2-3 months before the service project.
- Ask each attendee to consider personal summer goals and make a realistic but ambitious service commitment.

0:55-1:00 Conclusion

- At the end of the meeting, the group should have:
 - o At least one project to commit to.
 - o A leadership team.
 - o Pledges from each attendee to participate.

1:00-1:15 Leadership team meeting

- Meet with volunteer leaders to set weekly meeting and divide responsibilities.
- Fill out attached worksheets

MEETING AGENDA TEMPLATE

Location:

Date:

Time:

TOPICS TO BE DISCUSSED:

I. TOPIC 1 -

- a.
- b.
- c.

II. TOPIC 2 -

- a.
- b.
- c.

III. TOPIC 3 -

- a.
- b.
- c.

IV. TOPIC 4 -

- a.
- b.
- c.

V. TOPIC 5 -

- a.
- b.
- c.

Agenda items

The following agenda items are standard in most groups. You can adapt them to meet the needs of your organization but be consistent.

1. CALL TO ORDER

The Chair (usually the President or other designated officer) calls the meeting to order by standing, tapping the gavel once, and saying “The meeting will come to order.”

- The Call to Order may be followed by any opening ceremony the organization may have (e.g., Pledge of Allegiance, invocation).

2. ROLL CALL

The Chair says, “The secretary (or other officer) will call the roll.”

- If attendance is taken, it should be done with the aid of a prepared list of members’ names. The list can include spaces for recording whether a member is present, absent, or tardy.

3. READING AND APPROVAL OF THE MINUTES

The Chair Says, “The Secretary will read the minutes.”

- After the minutes are read, the Chair asks:
“Are there any corrections to the minutes?”
- After corrections are made, the Chair says, “If there are no (further) corrections, the minutes stand approved as read (or as corrected).”

4. REPORTS OF THE OFFICERS

The Chair recognizes each officer in turn. For example: “May we have the treasurer’s report?”

- Officers may give reports of their current activities and administrative duties. Reports usually are for informational purposes. However, if a report involves a recommendation for action, the group may discuss the recommendation as soon as the report is finished.

5. REPORTS OF COMMITTEES

- The Chair calls for reports of permanents (or “standing”) committees first, followed by reports of special (or “ad hoc”) committees. As each report is requested, the committee chair (or other member) rises and presents the report. If a recommendation is made in the report, it may be discussed as soon as the report is finished.

6. UNFINISHED BUSINESS

- This category includes all business left over from previous meetings. The chair works from a prepared list unfinished business topic, announcing each one in turn for discussion and action.

7. NEW BUSINESS

The Chair asks, “Is there any new business?”

- Members can introduce new topics at this time.

8. ANNOUNCEMENTS

- The chair may make or call upon other members of the organization to make any announcements of interest to the group.

9. PROGRAM

- Some organizations have a speaker, film, or other educational or cultural program. This is usually presented before the meeting is adjourned as the program may require action to be taken by the organization.

10. ADJOURNMENT

- When the agenda is completed, the Chair says, “If there is no further business, the meeting is adjourned.”

Meeting agenda template

Project meeting name

Meeting date, time

Meeting location

Full list of attendees

Goal: A simple, short statement that describes your goal for the meeting. Be sure to explain what will be discussed, what decisions will be made, and how this will impact your project (if applicable).

Agenda:

Start-to-end time - Topic (Person responsible, if applicable)

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Start-to-end time - Topic (Person responsible, if applicable)

Notes for preparation: Be sure to include instructions or notes about any documents you've attached or expectations you want to set so attendees know what they need to do to come to the meeting prepared.

<Attach documents>

Meeting agenda example

Project Kickoff

Thursday, January 10, 10:00-11:00 am

Conference Room C, Second Floor

Attendees: Brett H., Laura L., Kelsey I., Nathan G, Jason K.

Goal: The purpose of this meeting is to discuss our project goals, scope, budget, and deadlines to ensure the whole team is informed about the project before work starts.

Agenda:

10:00-10:05 - Team introductions

10:05-10:25 - Review project goals and intended outcomes (Brett)

10:25-10:40 - Review scope and task budgets (Nathan)

10:40-10:50 - Preliminary planning and deadlines (Brett)

10:50-11:00 - Q&A

Notes for preparation: Attached you will find copies of our project brief, project scope, and estimate. Please review these docs in advance of the meeting, and be prepared to discuss and ask questions. Thanks

<Attach documents>

Meeting Minutes Template 1

MINUTES OF THE [INSERT NAME] BOARD OF DIRECTORS

Date, Location, Time

PRESENT:

BOARD MEMBERS

[Insert name], Chair

[Insert name]

[Insert name]

[Insert name]

[Insert name]

[Insert name]

EX-OFFICIO MEMBERS *[it will depend on your Board's by-laws, but ex-officio members are normally non-voting members]*

STAFF MEMBERS:

[Insert name] – Chief Executive Officer

[Insert name], Recorder

REGRETS:

[Insert name]

ABSENT:

[Insert name]

GUESTS:

Director of Finance *(for Finance portion only)*

Alumni Chair *(for Alumni Report only)*

An in-camera meeting was held prior to the regular Board meeting.

The meeting was called to order (or convened) at 9:30 a.m.

1. Approval of Agenda.

MOTION # 01-06-10: That the Board accepts the Agenda for the meeting of June 28, 2010, as presented.

Moved: [Insert name]

Seconded: [Insert name]

CARRIED

2. Approval of Minutes

MOTION # 02-06-10: That the Board accepts the Minutes of the meeting of March 4, 2010, as presented.

Moved: [Insert name]

Seconded: [Insert name]

CARRIED

3. Adjournment

There being no further business, the meeting was adjourned at approximately 2 p.m.

NOTES APPROVED BY:

[Name], Chair

[Name], Corporate Secretary

Meeting Minutes Template 2:

MINUTES				
Senior Leadership Team [Insert Date and Time] [Insert Location]				
Participants:		Regrets:	Absent:	Guests:
[Insert Names] Recorder: Patricia				
The meeting was called to order at [Insert Time].				
#	Topic and Discussion	Decision/Action	Responsible	Key Date
1.	Adoption of Agenda			
	The agenda was adopted [as presented /as corrected].			
2.	Adoption of Previous Meeting Minutes			
	The minutes were adopted as amended.	Action: Amend Minutes	Patricia	
3.	Review of Financial Statements			
	The Director of Finance provided a summary of the Financial Statements.	Decision: The Financial Statements will be reviewed monthly.		
4.	[Insert Items in Order of Agenda]			
	This item was deferred to the April 8 meeting.	Action: Add to April 8 agenda.	Patricia	

Meeting was adjourned at [Insert Time].

Sample Format of Meeting Minutes

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Chapter Secretary, but can be assigned to someone else by the President

Chapter Name:

Date/Time of Meeting:

Location of Meeting:

Members Present: (list all members that attended meeting)

Members Apologies: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1: Officer Reports (create separate agenda items for each officer report)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #2: Advisor's Report

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #3: Committee Reports (create separate agenda items for each committee report)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #4: Old Business (create separate agenda item for each unfinished business item)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #5: New Business (create separate agenda item for each new business item)

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies may also be provided at the next chapter meeting)

Sample Meeting Minutes

Name of Committee

Day & Date

Time Location

MINUTES

PRESENT: A list of first and last names of all those present at the meeting

REGRETS: A list of first and last names of Committee members who have contacted the Chairman to let them know that they will be unable to attend the meeting

ABSENT: A list of first and last names of Committee members who DID NOT contact the Chairman to let them know that they won't be in attendance

1. CALL TO ORDER/OPENING REMARKS

Time that the Chairperson called the meeting to order.

Any opening remarks from the Chairperson summarize here

2. APPROVAL OF THE MINUTES FROM (DATE) (You need a motion to approve the minutes of the previous meeting as circulated or a motion to approve the minutes as amended. If any corrections are needed to the minutes.)

Motion: To approve the minutes of (DATE) as circulated (or AMENDED)

Motion By: Name of person (FIRST & LAST) who made the motion

Seconded By: Name of the person (FIRST & LAST)) who seconded the motion Carried or Defeated

3. ADDITIONS TO THE AGENDA (If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item maybe added to the agenda or can be added to the next meeting's agenda. See #8 below for added items to current meeting agenda.)

4. APPROVAL OF THE AGENDA

Motion: to approve the agenda as circulated (or AMENDED)

Motion By: name of person (FIRST & LAST) who made the motion

Seconded By: name of person (FIRST & LAST) who made the motion Carried or Defeated

5. BUSINESS ARISING OUT OF THE PREVIOUS MEETING

- a. Outstanding Items from the previous meeting that need to be updated or discussed further
- b. Outstanding Items from the previous meeting that need to be updated or discussed further
- c. Outstanding Items from the previous meeting that need to be updated or discussed further

6. ITEM # 1 TO BE DISCUSSED

- a. Put a summary of the discussion around the topic
- b. If a motion was made put the information in here
- c. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
- d. Task: put who is to do it and when it is to be completed by (DATE)

7. ITEM #2 TO BE DISCUSSED

- a. Put a summary of the discussion around the topic
- b. If a motion was made put the information in here
- c. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
- d. Task: put who is to do it and when it is to be completed by (DATE)

8. ADDITIONS TO THE AGENDA

- a. Added agenda Item # 1
 - i. Put a summary of the discussion around the topic
 - ii. If a motion was made put the information in here
 - iii. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
 - iv. Task: put who is to do it and when it is to be completed by (DATE)
- b. Added agenda Item # 2
 - i. Put a summary of the discussion around the topic
 - ii. If a motion was made put the information in here
 - iii. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
 - iv. Task: put who is to do it and when it is to be completed by (DATE)

9. ADJOURNMENT (Record the time the Chair adjourned the meeting.)

10. NEXT MEETING (DATE) (The next meeting date should be decided before everyone leaves the meeting. It is a handy reminder to put it at the bottom of the minutes.)

NOTE:

The minutes should be completed by the Recording Secretary and forwarded to the Chairperson to review prior to being sent out to the rest of the Committee. The minutes should be distributed no more than 2 weeks after the meeting was held. The minutes are a reminder of the tasks that need to be completed and items to be followed up on.

A copy of the minutes should also be saved for future references.

References:

1. Business Management Daily(2012) “ How to Write Meeting Minutes. Expert Tips, Meeting Minutes Templates and Sample Meeting Minutes” published by Phillip A. Ash
2. California State University San Marcos, Student Life & Leadership Craven Hall 3400, (760) 750-4970
3. How to Write Meeting Minutes: Expert Tips, Meeting Minutes Templates and Sample Meeting Minutes (businessmanagementdaily.com) visited on 25 May, 2022