

Effective Meetings

LINDA SCOON

STUDENT LINDA SCOON

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Introduction

A meeting is the gathering of two or more people to have a discussion. In this essay, I shall be evaluating the process of holding a meeting with reference to our own meeting.

1.1) Question 1:

Why do you think it may be appropriate to hold a meeting for your presentation in place of sending emails or other methods of communication? What are the benefits to you as a group? You could also discuss the drawbacks of having a meeting, to further demonstrate your understanding.

Holding a meeting is more appropriate in place of other methods of communication for these reasons:

- We are a team of people from different nationalities; English is not everyone's first language. This would pose some challenges if our primary form of communication were in written English via emails or even verbally over the phone. Meeting face to face enables us to communicate with more than just words and everyone will be able to get their points across more effectively.
- Face to face meetings also help to eliminate distractions, such as children, social media etc., that would be present if we were to have a discussion over video or phone call at home. Holding the meeting together in one place will ensure everyone is present, focused and contributing.
- A meeting is more appropriate compared to correspondence in that, questions and queries are answered and dealt with immediately. There is also no possibility of anyone missing information because an email was filtered into spam or sent to an incorrect email address.

Some of the benefits of holding a meeting to us as a group are:

- Holding a meeting shall help us to get to know each other and encourage teamwork.
- It will also enable us to develop better ways of resolving disagreements, so that everyone is happy with all the final decisions made.
- Holding a meeting gives us the opportunity to express our ideas and share our opinions. Tasks are also allocated to individuals at the end of every meeting. Reducing the chances of the presentation being monopolized.

Before holding a meeting, we also have to consider the drawbacks of meetings. Some of which are:

- Meetings are time consuming. Since everyone has to be present in order to participate in a meeting, it takes away time that could be spent on other things. Therefore, meetings should be kept short and to the point. By keeping to the agenda and putting off further discussions between attendees, which do not require the participation of the entire group, to be done later.
- Meetings can be unnecessarily held. Meetings are not always necessary and are simply held out of habit, even when there is nothing important to be discussed. This is referred to in modern society as meetingitis¹. Therefore, if a meeting is not necessary, other methods of communication should be considered.

1.2) Question 2:

If we were preparing a group report, what alternative arrangements could you make in place of face to face meetings? Do you think they would achieve an acceptable result if applied to the presentation?

To further develop your answer, you could discuss the drawbacks of using other methods of communication.

If we were preparing a report, emails might have been an acceptable mode of communication. Since we would be able to share, edit and collaborate on our written work easily. However, it is not always easy to express ideas in writing and it takes longer to have questions answered via email. Therefore, we would still require some form of verbal communication, via phone call, because it is much faster to talk to someone, compared to sending an email, and some might find it easier to explain their ideas verbally.

Group chat, on platforms such as WhatsApp, messenger or sms, would also be a good alternative. However, people might be distracted from other social media activity and not be focused on the task. In addition, unlike email, instant messaging are not a great platform for sending large files. Therefore, group chats are best for just sending announcements, reminders and updates because people would normally receive the messages instantly.

Phone calls, emails and group chat, only if used together, would be enough to plan our presentation. Through a conference call, we could all talk to each other, use the group chat for instant messages and send emails of all files and visual aids.

The best alternative to plan our presentation would be a group video call, on platforms such as Skype, Google hangouts etc. With this, we would be able to have a meeting in real time, see any visual aids and communicate

just as effectively as we would if we were all in the same room. However, a live video call heavily depends on a good internet connection. Therefore, the meeting might be interrupted or a member might be disconnected from the meeting if there is a problem with the connection.

2.1) Question 3:

You are now preparing for the meeting. Why is it important to prepare and what documentation do you think is essential and what is desirable? You need to be able to provide a copy of your agenda, along with any amendments to achieve the higher grades.

It is important to prepare for a meeting in order to:

- Firstly, assess if a meeting is necessary. This will help avoid wasting time that people could spend working.
- Secondly preparation helps to ensure that the purpose of the meeting is known beforehand. Enabling attendees to be able to make their own preparations and contribute more effectively.
- It saves time. Having an agenda as a guide helps to keep the meeting on track and to the point. Thereby keeping you from drifting off topic.
- Adequately preparing also ensures that everything that needs to be discussed is written down and nothing is forgotten.

An agenda is a meeting plan that is normally given out to meeting attendees beforehand, enabling them to make any amendments before the meeting as we did when the agenda was first sent out (see references)ⁱⁱ. Minutes from previous meetings are desirable documents, along with any visual aids that are relevant to the meeting such as graphs, charts, account sheets etc.

Meeting Agenda

Plan Presentation on Motivating staff

Location: Salford City College Future Skills

Date: Thursday , 8 March 2018

Time: 1:15 PM

Meeting Chair: Linda Scoon

Meeting Minutes: Aleksandra Wlodarczyk and Kinga Wieclaw

Attendees: Nicole Gale – Jepson, Rebecca Bradney, Aleksandra Wlodarczyk, Linda Scoon and Kinga Wieclaw

Agenda items

- I Call to Order; Attendance
- II Actions from previous meeting [N/A]
- III Determine where the presentation should take place
- IV Discuss what will be the content of the presentation
 - Topics to include from motivating staff
- V Decide how long the presentation should take
 - Number of slides
 - Time to allocate to presentation
- VI Assign roles and responsibilities
 - Who shall compile the Power Point?
 - Who is to conduct the presentation
 - Who is to conduct the research
- VII Confirmation of next meeting date and time
- VIII Any Other Business

Additional information

Please ensure you have all read the agenda.

3.1) Question 4:

During your meeting, you will have needed to take minutes, to assist you in your presentation and delegating roles within the team. You need to provide a copy of your minutes and describe the need to produce sufficient minutes and the effects on the team if this is not documented correctly. To further develop your answer, you could make suggestions as to how you can ensure effective and sufficient notes can be taken.

Minutes are notes taken from a meeting. They are important as a reference to remind everyone what was discussed in the previous meetings.

They also serve as a reminder of the tasks assigned to attendees during the meetings.

Taking meeting minutes can also assist in keeping the meetings effective. By having a track record, it is easier to assess if progress is and has been made.

Meeting Minutes – Motivating Staff Presentation

Location: Salford City College Future Skills

Date: 8th March 2018 at 1.15p.m

Chairperson: Linda Scoon

Meeting Minutes: Aleksandra Wlodarczyk, Kinga Wieclaw

Members present:

- ✓ Kinga Wieclaw
- ✓ Aleksandra Wlodarczyk
- ✓ Linda Scoon
- ✓ Rebecca Bradney
- ✓ Nicole Gale – Jepson

Agenda item: Motivating Staff Presentation

Type of meeting: Problem Solving Meeting

Discussion:

- ✓ Linda Scoon reviewed the agenda and welcomed everyone to the meeting
- ✓ Kinga proposed the college theatre or one of the class room for the venue
- ✓ Nicole suggested that Maslow, Herzberg and Taylor should be used
- ✓ Alex suggested that we should include non-pecuniary ways of motivation
- ✓ Linda identified monetary ways to address issues regarding lack of motivation
- ✓ Kinga proposed that job enrichment and job enlargement should be covered too
- ✓ Alex recommendation for the presentation was 10 minutes with maximum 10 slides
- ✓ Becky proposed we should conducted presentation as a group
- ✓ Linda suggested that one or two people should be nominate to perform the presentation

Conclusion

- ✓ All parties have agreed on discussed items
- ✓ The decision was made that the next meeting should take place at 1.00p.m, 14th of March 2018

Action items:

- ✓ Kinga agreed to arrange the venue
- ✓ Becky agreed to find out how the group presentation to be conducted
- ✓ Linda agreed to do PowerPoint presentation
- ✓ Nicole agreed to prepare a refreshment
- ✓ Nicole agreed to prepare the invitations for the presentation

Poor and Inaccurate minute taking can cause confusion. Especially if delegated tasks are mixed up. As in our presentation, it could lead to two people doing the same tasks to the expense of other tasks. It could also lead to wasted time, if important points are left out, leading to them having to be discussed, and agreed on, all over again.

Minute takers can ensure that effective and accurate minutes are taken by:

- Acquiring adequate training on how to take minutes accurately and efficiently.
- Preparing for the meeting by reading previous minutes and the agenda. This would help in understanding jargon and enable them to ask questions about the meeting beforehand.
- Recording the meeting audio is a great way to ensure accuracy and that nothing is missed. Especially if the minute taker also has to participate in the meeting.
- The minute taker should be allowed to focus on the single task of taking minutes unless it is unavoidable as it was in our case. Having two minute takers helped to compensate and insure that nothing was missed.
- Minutes should be sent out to members within 24 hours of the meeting in order for the attendees to be able to check if any inaccuracies were made and the errors can be corrected. In our meeting, the minute takers made an inaccuracy that was easily corrected (See references)ⁱⁱⁱ.

Conclusion

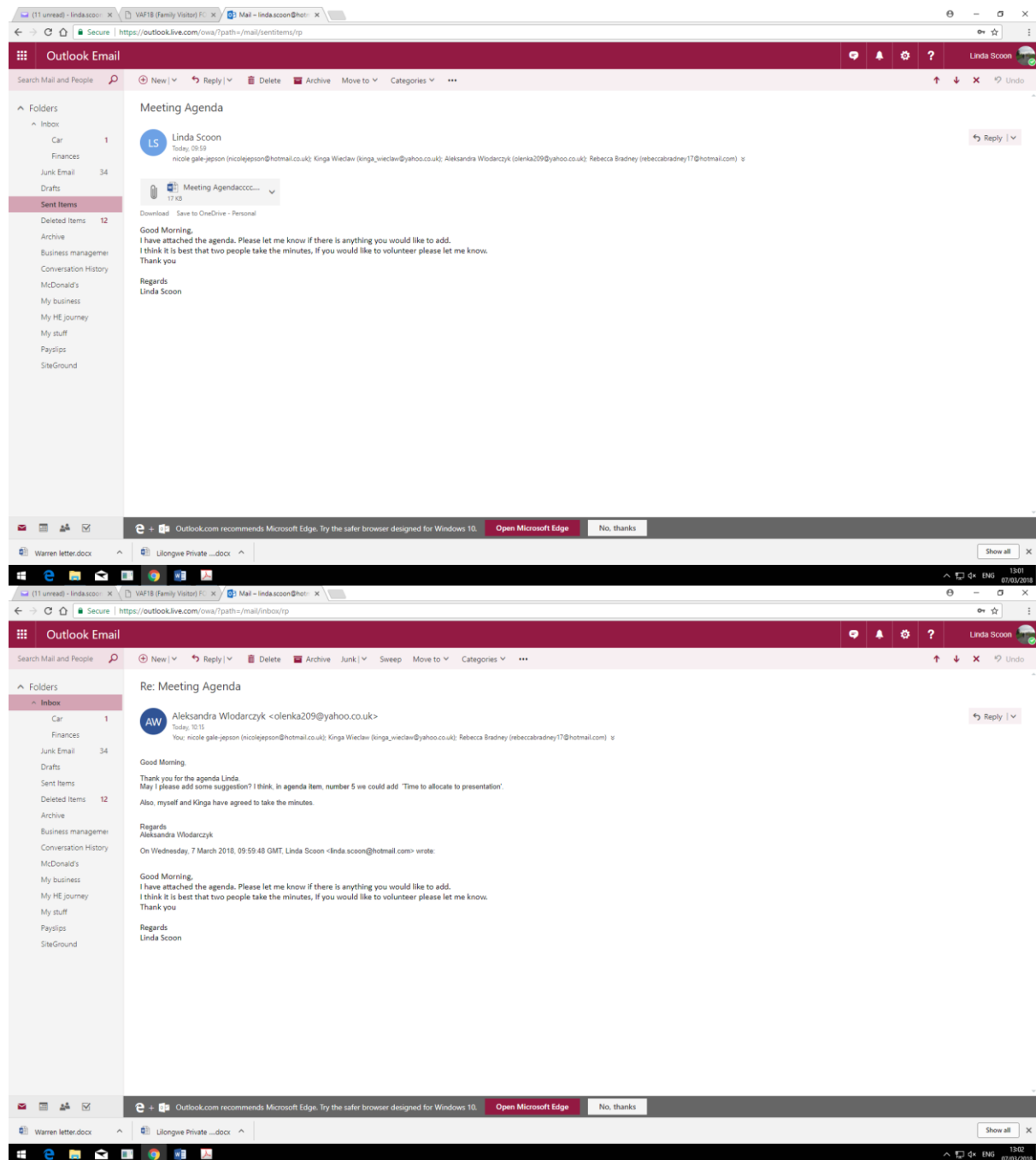
Meetings are important as they help in getting people together to share ideas, plan and brainstorm. Before holding a meeting it is however important to assess if it is necessary, if there are better alternatives to holding a face-to-face meeting, and what the purpose of the meeting is.

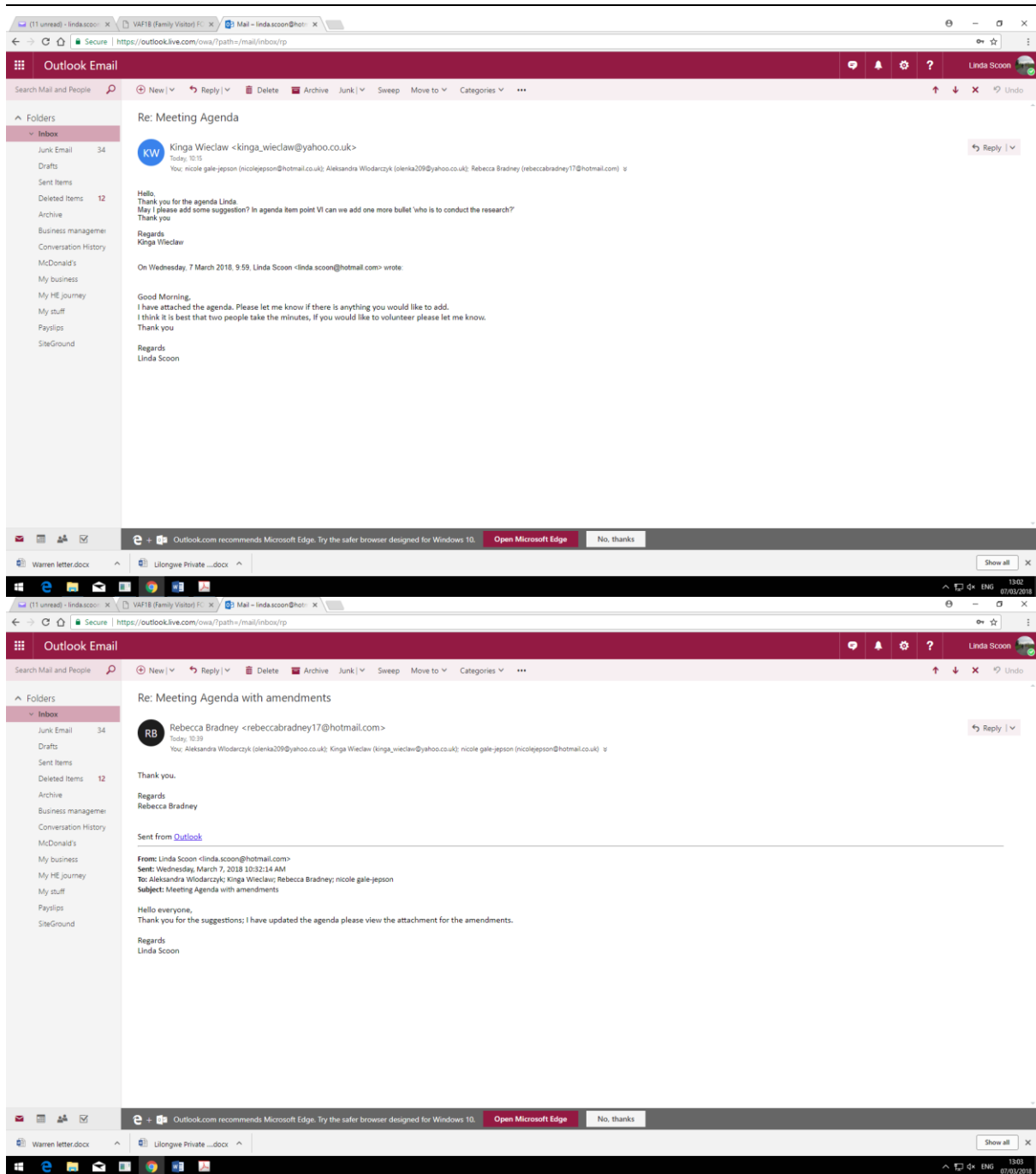
It is good to have an agenda and important that meeting minutes be taken in order to keep a record of everything that has been discussed and agreed upon at the meeting.

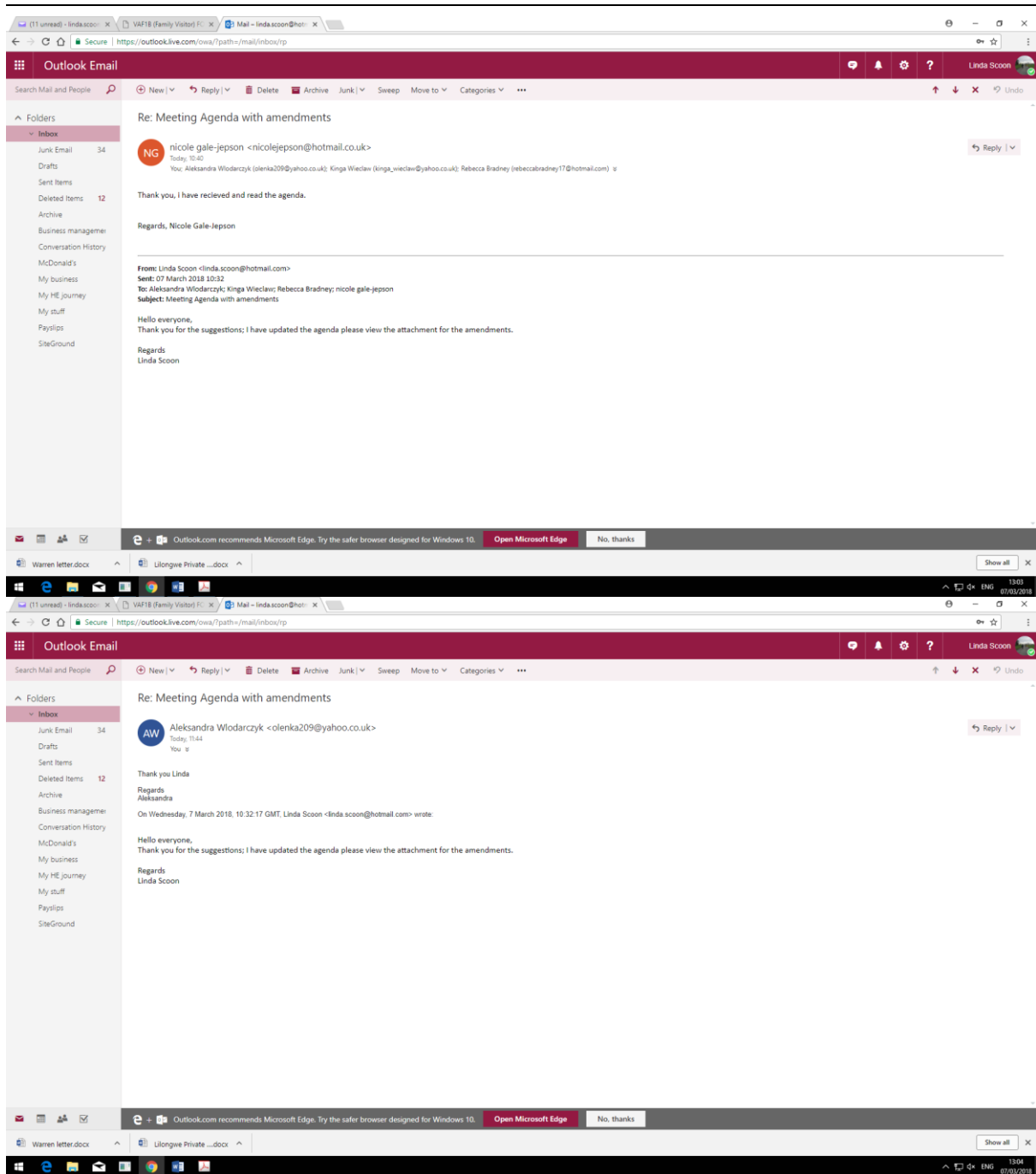
References

i <https://en.wiktionary.org/wiki/meetingitis>

ii







iii

Outlook Email

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Re: Meeting Agenda with amendments

nicole gale-jepson <nicolejepson@hotmail.co.uk>
Today, 14:04
You: Aleksandra Włodarczyk (olenka209@yahoo.co.uk); Rebecca Bradney (rebeccabradney17@hotmail.com); Kinga Wiclaw (kinga_wiclaw@yahoo.co.uk)

Hello everyone,

I recieved the meeting minutes. However, I did not agree to make the invitations for the presentation.

Regards
Nicole Gale-Jepson

From: Kinga Wiclaw <kinga_wiclaw@yahoo.co.uk>
Sent: 08 March 2018 13:41
To: Linda Scoon; Aleksandra Włodarczyk; Rebecca Bradney; nicole gale-jepson
Subject: Re: Meeting Agenda with amendments

On Wednesday, 7 March 2018, 10:32, Linda Scoon <linda.scoon@hotmail.com> wrote:

Hello everyone,
Thank you for the suggestions; I have updated the agenda please view the attachment for the amendments.

Regards
Linda Scoon

Outlook.com recommends Microsoft Edge. Try the faster browser designed for Windows 10. [Open Microsoft Edge](#) No, thanks

Mail - Linda.scoon... Effective meetings Effective meetings... Meeting Minutes...

15:02 08/03/2018

Outlook Email

Search Mail and People

Re: Meeting Agenda with amendments

Kinga Wiclaw <kinga_wiclaw@yahoo.co.uk>
Today, 14:10
You: nicole gale-jepson (nicolejepson@hotmail.co.uk); Aleksandra Włodarczyk (olenka209@yahoo.co.uk); Rebecca Bradney (rebeccabradney17@hotmail.com)

Hello everyone,
I am sorry for the mistake, it was Alex who agreed to do the invitations.
Please see attachment for the amended minutes.
Thank you.

Reagards
Kinga Wiclaw

On Thursday, 8 March 2018, 14:04, nicole gale-jepson <nicolejepson@hotmail.co.uk> wrote:

Hello everyone,

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15:03 08/03/2018