Chapter 5
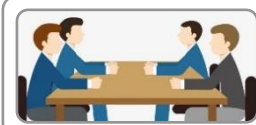## Meetings

Definitions

Name	Definition
Meeting (1) اجتماع	Two or more people discuss together one or more topic
Agenda (2) مواضيع الاجتماع	A list of topics in the meeting.
Chair (3) مسؤول الاجتماع	The person responsible for managing the meeting
Minutes (4) محضر الاجتماع	It's a written record of all the issues discussed in the meeting
Participant (5) مشارك	Member who has to attend a meeting
Quorum (6) النصاب القانوني	The minimum number of participants
Notice (7) دعوة	Inviting someone for a meeting

Why do people conduct meetings (Purpose of meeting) الأسباب

- To share information.
- To evaluate ideas.
- To develop plans.
- To make decisions.
- To create a document.
- To motivate members.

Types of meetings

Formal Meeting رسمي
- Planned, structured and conducted at specific time

Informal Meeting غير رسمي
- Needed to build a better team

Electronic Meetings
- Conducted using media, video and computer equipments

Criteria	Formal meeting	Informal meeting
Time conducted	Specific time	Any time needed
Agenda [2]	Necessary	Unnecessary
Chair [3]	Necessary	Unnecessary
Secretary	Necessary	Unnecessary
Minutes [4]	Recorded	May not be kept
Examples	Monthly board meeting	Staff meeting

Benefits of meetings فوائد

- Learning more about the colleagues
- Listening other's opinions
- Communicating with your colleagues
- Feeling as a part of team

Validity of meeting صلاحية/ شرعية

- Availability of chair[3] and quorum[6]
- Notice[7] sent
- Following rules and regulations

Test Validity

Stages of conducting meeting (3 Stages)

Stage 1
Before

. Purpose
. Participants
. Time
. Place
. Agenda
. Arrangements
. Notice
. Preparation

1. Determining the **Purpose**	تحديد الهدف
2. Selecting the **Participants**[5]	اختيار المشاركين
3. Knowing the **Participants**[5]	معرفة المشاركين
4. Choosing the **Time**	اختيار الوقت
5. Selecting the **Place**	تحديد المكان
6. Creating the **Agenda**[2]	تحضير جدول أعمال الاجتماع
7. Determine the physical **Arrangements**	تحديد المواد المستخدمة في الاجتماع (أثاث، إضاءة..)
8. Sending a **Notice**[7] to participants	إرسال دعوة للمشاركين
9. Making the final **Preparations**	التأكد من التجهيزات الأخيرة

شرح بعض النقاط المهمة

1. Determine the purpose of the meeting:

Define a problem   Seek solution   Share information   Exchange feeling
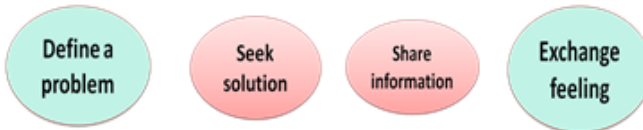
5. Selecting the Place:

- Availability of the room
- Appropriate size of the room
- Appropriate furniture
- Adequate lights
- Cost
- Free from interruptions and destructions (noise and telephones)

6. Creating the agenda

The agenda contains the following:

- Welcome\open meeting
- Apologies for absence
- Approve minutes of the previous meeting
- Matters arising from the previous meeting
- A list of specific points to be discussed
- Any other business (AOB)
- Arrange\announce details of next meeting
- Close meeting

مهم جداً
بالترتيب

SAMPLE AGENDA

An agenda, or list of business to be covered at the meeting, is important meeting is effective. It should be distributed to committee members at least the meeting.

A typical agenda runs as follows. Under each topic you should give a very items which people need to think about or prepare for the meeting.

- Opening and welcome
- Present and apologies
- Minutes confirmed. Signed by chairperson
- Matters arising from minutes
- Correspondence – inward and outward
- Treasurer's report
- Reports from committee members
- General Business
- Date of next meeting
- Closing

Committee members need to give the President or Secretary advance notice to bring up, so time can be properly allocated at the committee meeting.

8. Sending a notice to participants

It could be in one of the following forms:

- Written
- Press notice
- Door-to-door handbills
- A notice board
- Broadcasting
- Bill posting

Notice of Meeting
Knowledge Company Ltd.

To: All departments manager
From: General manager
Date: 15 March 2011
Subject: Staff Trying

Please be informed of our meeting, scheduled on Sunday, 27 March 2011, 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.

General manager
Salman Ebrahim

9. Making the final preparations

To avoid something goes wrong do the following:

- Arrive before the meeting
- Make sure the audiovisual equipment work
- Make sure that all the materials are ready
- Remind the participants on the day of the meeting

Preparation is the key

Example1: Prepare a notice with an agenda using this piece of information:

A quarterly meeting for all teachers

On 14 'April 2018, 11:30 at the main hall.

Topics: Performance appraisal, motivating students, student's final exam & grades

Note: Bring all necessary files.

Notice and Agenda

....................A quarterly meeting for all teachers.....................

Time	Date	Place
11:30	14 April 2018	Main hall

Agenda

- Performance appraisal
- Motivating students
- Student's final exam
- Student's grades

Note: ..Bring all necessary files..   See: ..Any Teacher.........................

Example2: Read the following document and answer the questions below:

NOTICE OF A MEETING & AGENDA

Please be informed of our Monthly Teacher's Meeting, scheduled on Sunday, 26 May 2018, at 10:00 a.m. in the Conference Room

The agenda will be as follows:

1. Apologies for absence
2. Minutes of last meeting
3. Matters arising from the last meeting
4. Any other business (AOB)
5. Date of next meeting

Mariam Jabber   Date: 20th May, 2018

  Head Master

***Enc:** Minutes of Meeting 13th April 2016*

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1) When was the above notice sent? 20th May 2018
2) Is there an enclosure attached? If and mention it. Yes, Minutes of Meeting
3) When and where the meeting will be? Sunday 27 May, 2018, Conference Room
4) Who will receive the above document? Teachers
5) Complete the Missing parts of Agenda.

. Greeting
. Direct meeting
. Final comments
. Close

1. Establish friendly atmosphere by **Greeting** the participants	خلق جو ودي والترحيب
2. **Direct** the flow of the meeting	التوجيه
3. Present **Final Comments** (Voting)	التعليقات النهائية (التصويت)
4. **Close** the meeting	إنهاء الاجتماع

شرح بعض النقاط المهمة

2- Direct the flow of the meeting

- Start the meeting
- Use the agenda to guide
- Encourage member participation
- Make sure that the secretary is writing notes

4- Close the meeting

- Tell participants the time. Place, and objectives of the next meeting
- Thank the group for their participation

Learning Points:

Some ways can help participant to have productive meeting:

1. Listen to the ideas of others استمع لأفكار الغير و مقترحاتهم
2. Pay attention   كن منتبهاً
3. A void side conversation تجنب المحادثات الجانبية
4. Arrive on time التزم بالحضور على الوقت

Stage 3
After

. Notes
. <u>Minutes</u>
. Follow up
. Evaluate

1. Check the **Notes**	مراجعة الملاحظات
2. Witting final **Minutes**[4]	كتابة محضر الاجتماع
3. **Follow up** to see that the appropriate actions are taken	المتابعة
4. **Evaluate** the meeting	التقييم

<u>Example</u>: Compare between the agenda and the Minutes of the meeting according to the following:

Points of Difference	Agenda[2]	Minutes[4]
Definition	A list of the topics to be discussed during meeting	A written record of all the issues that been discussed in the meeting
Prepared by	Chair with help of secretary	Secretary
Send before or after meeting	Before	After
Length (brief or in details)	Brief	In details

Good Luck

End of Chapter 5