

: STRUCTURE :

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8.0 OBJECTIVES

In this unit we shall

- Discuss the importance of minutes
- Understand the importance of notice and agenda

On completing the unit, you should be able to

- Write minutes in various formats
- Write notice in the required format
- Write agenda in a systematic and structural way

8.1 INTRODUCTION

Meetings are a form of formal interaction and are held in all organization, small or big, public or private, government or semi-government. Minutes are the written proceedings of the business transacted during a meeting. Minutes is the communication which requires a lot of planning and preparation. There are three major components namely *notice*, *agenda*, and *minutes*. The minutes are generally recorded sequentially by the secretary of the concerned group or organization. However, at times, any other member attending the meeting may also be required to draft the minutes. *Minutes, thus, are a written record of committee meetings times, attendance, topics covered, discussion on topics approved.* Besides, it includes all the important decisions taken, and methods and motions adopted.

8.2 IMPORTANCE OF MINUTES

Minutes are regarded as an important record in the organization. Minutes of a meetings form the basis of future action and decision related to matters discussed, such as promotion of staff, determining the incentive in the membership fee etc. Since minutes will service as an official record of what took place during the meetings, it must be accurately recorded.

8.3 NOTICE

As discussed earlier notice is written information about the day, time, and venue of a meeting. These are sent a few days before the meetings. Notices are sent to all

those who are entitled to attend it. It is important to inform the participants well in advance about the meeting so that all can attend and contribute in the decision. This can be done by circulating notice either through an email or a hard copy.

Any notice needs to include:

- Date on which the notice is sent
- Details regarding the purpose (why); date; day; time; venue of the meeting
- List of agenda items
- Signature
- Lastly, the names of the members who will attend the meeting

For example:

HOPE SQUARE MALL

Jawahar Chowk, Ahmedabad 380026

21st July, 2008

The Fourth Meeting of the Executive Committee will be held as per the following schedule.

Date: 28th July, 2008

Day: Friday

Time: 3 pm

Venue: Community Hall, Hope Square Mall.

The agenda for the meeting is attached.

Anubhav Sharma

Secretary

To: The members of the Executive Committee.

Check your progress I: (Check your answers with those given at the end of the unit)

Prepare a notice which includes the date, time, and venue of the meeting. (As given in the example; assume the details whenever required.)

8.4 AGENDA

A written agenda is the list of the individual items that need to be discussed in the meeting. This agenda items are circulated among the meeting attendees along with the notice. The agenda keeps the meeting on course and helps to ensure that the planned objectives are resolved. It also serves as a planning for the committee members and a control tool for the chairperson. In brief, an agenda is a list of the topics the meeting will address to get to that objective, with a time limit to keep you on track.

Significance of the Agenda:

1. It forces the Chairperson to think on what needs to be accomplished.
2. It allows the committee members to get ready with the required preparation as it is sent beforehand.
3. This helps them to think even about the things that are uncovered and that can be discussed at the end of the meeting with the permission of the Chairperson.

How to prepare an agenda?

To prepare an agenda one has to take utmost care. Mainly there are two parts in agenda:

Compulsory English

- a) Header: It includes...
 - i. Name of the organization
 - ii. Date
 - iii. Group meeting agenda
 - iv. Starting and ending time
 - v. Location

- b) Body- list of all the items discussed

For example, if you are writing an agenda for the fourth meeting, write that as shown below:

<p>HOPE SQUARE MALL Jawahar Chowk, Ahmedabad 380026</p> <p>21st July, 2008</p> <p>Agenda for the Fourth Meeting of Executive Committee to be held at 3 pm on Friday, 28th July 2008 at Community Hall, Hope Square Mall, Ahmedabad.</p> <p>4.1 Confirmation of the minutes of the last meeting.</p> <p>4.2 Appointment of the Manager at the New Branch in Surendranagar.</p> <p>4.3 Announcement of the festive discount.</p> <p>4.4 Decision to be made regarding decoration of all the branches before the 2nd Anniversary.</p> <p>4.5 Date of next meeting</p> <p>4.6 Any other matter with the permission of the Chairperson.</p> <p>Anubhav Sharma Secretary</p>

Check your progress II: (Check your answers with those given at the end of the unit)

The following business was transacted at the tenth meeting of the Board of Directors of Nixon Electronics Co. Ltd. Assuming yourself to be the secretary of the company, write the agenda in proper format.

- i. Minutes of the previous meeting
- ii. D.A. to the employees, purchase of furniture for the common room.
- iii. Creation of five posts of travelling salesperson
- iv. Opening a cultural centre in the company's premises.

8.5 MINUTES OF THE MEETING

Traditionally, after the meeting is over, the secretary works on the minutes of the meeting. Minutes are a record of what happened at a meeting. They serve as a useful tool to remind the participants of the actions that need to be taken, show the process of arriving at certain decisions, and also serve as a repository of information for future reference. After the meeting gets over, a copy of the minutes is prepared with all the contents arranged in an appropriate format. This is then circulated among the members for any suggestion if required. Once the comments are received, the final minutes are prepared. It is these *Minutes* that are read as the first item in the agenda for the next meeting.

Minutes can be classified into two types:

Formal Minutes	Informal Minutes
• Minimal	• Bullet point list
• Medium	• Table format
• Verbatim	• Narrative report

Depending upon the style formal minutes contain the following details:

- *Minimal* The bare minimum of information, such as when and where the meeting was held and the decision arrived at
- *Medium* A précis of what was said at the meeting in the form of a structured report
- *Verbatim* A word-for-word account of what was said

Similarly, informal minutes should contain the following details:

- A bullet point list of the decisions taken and the work progress to date
- A list in tabular format, giving the topic, the decisions made or progress to date, and subsequent action items
- A narrative report of a conversation that took place between several people

The following are the important features of a well-written minutes:

1. The minutes are generally written in the letterhead of the company.
2. At the beginning of the minutes, there are details such as the day and date on which and the time at which the meeting was held, the venue of the meeting and the kind of meeting it was supposed to be.
3. This is followed by a list of those who were present at the meeting.
4. The first resolution is normally the confirmation of the minutes of the previous meeting and the last resolution is normally the formal vote of thanks to the chairman.
5. If any member/Director is absent and has written for permission, this resolution comes second. But if a condolence resolution is to be passed, it comes after the approval of the minutes of the previous meeting.
6. When an appointment is recorded (individual/group/sub-committee) the sentence says that the person or the committee “is hereby appointed”. Similar wording is used when someone is authorized to do something in the name of the company.
7. At the end of the minutes, there should be provision for the date and the chairman’s signature. The data is the date on which the minutes are confirmed and signed.

**Compulsory
English**

Pattern of Minutes

LETTER-HEAD OF THE COMPANY/NAME OF THE COMPANY

Day and date of the meeting:

Venue and the kind of the meeting:

Members present:

Mr. _____, Chairman

Mrs. _____, President

Mr. _____, Director

Ms. _____, Treasurer

In Attendance:

Mr. _____, Secretary

Mr. _____, Solicitor

On the agenda:

a. _____

b. _____

c. _____

d. _____

No.	Title	Details
1.	Minutes of the previous meeting	_____
2.	Transfers	_____
3.	X	_____
4.	Y	_____
5.	Vote of thanks	The meeting ended with a vote of thanks to the

Chairperson/mans.

Date: _____ **Chairman**

Example 1: Minutes of a Routine Board Meeting

Minutes of the monthly board meetings of Bibliophile Publications Ltd. at which, among other things, the following items were on the agenda:

- a. To consider the proposal for extension of the administrative office building of the company at Narayanguda.
- b. To consider the request for building a welfare center for the employees of the company
- c. To consider the suggestion of appointing a Liaison Officer for the company.

BIBLIOPHILE PUBLICATION LTD.

Minutes of the Routine Board Meetings of the Directors of Bibliophile Publication Ltd, held on February 17, 2003, at 4-00 p.m. at the registered office of the company in Hyderabad.

Present: Mr. Madhusudan
Mr. JanakiramRao
Mr. AdinarayanRao
Mr. Muniraj

In Attendance: Mr. C. Thrinath (Secretary)

No.	Title	Details
1	Minutes of the Previous Meetings	The minutes of the previous board meeting were read, approved and confirmed.
2	Share Transfers	Resolved that the request for transferring share certificate (no.9076 to 9087) be granted
3	Extension of administrative Wing	Resolved that the proposal for extending the administrative office of the company by taking over the recently vacated office at Balaji Towers be accepted. The Secretary was authorized Balaji Towers be accepted. The Secretary was authorized to negotiate for thus in consultation with the solicitors of the company
4	Construction of Welfare Center	Resolved that a sub-committee is for employees: hereby appointed to find out the feasibility and the cost employees of the company. Further resolved that Mr. Satish be designated the convener of the committee and Mr. kumar and Mr. Gaurav be members of the committee and that the committee should submit its report by March 15,2003
5	Liaison Officer	Resolved that a Liaison Officer be appointed at the head office of the company and that the Secretary is hereby authorized to advertise for the post.
6	Next Meeting	Resolved that the next meeting of the board will be held at 6.00 p.m. on March 30, 2003 at the same venue.
7	Vote of Thanks	The Meetings ended with a vote of thanks to the Chair.

Date:

Chairman

8.6 LET US SUM UP

In this unit, you have learnt

- To draft notice, agenda and minutes
- arious formats for drafts, notice, agenda and minutes

8.7 KEY WORDS

- Notice: the fact of observing or paying attention to something

Compulsory English

- Agenda: a list of matters to be discussed at a meeting
- Minutes: the written record of what was said at a meeting
- Chairman: a person in charge of a meeting or organization
- Secretary: someone who works in an office, writing letters, making phone calls, and arranging meetings for a person or for an organization
- In attendance: the number of people who go to an event, meeting, etc.
- Header: is the title given on the page of an organization giving its name, address, contact, fax details etc.

8.8 BOOKS SUGGESTED

- Sanjay kumar&PushpLata: Communication Skills
- Meenakshi Raman &Sangeeta Sharma: Technical Communication Principles and Practice 3rd Edition
- ArunaKoneru: Professional Communication
- C. Murlikrishna&Sunita Mishra: Communication Skills for Engineers

Answers

Check your progress: 1 (Check your answers with those given at the end of the unit)

Prepare a notice which includes the date, time, and venue of the meeting. (As given in the example; assume the details whenever required.)

Group of Ashray In Hotels

Subhash Bridge, Ahmedabad 380026

11th September, 2018

The Fifth Meeting of Management Committee will be held as per the following schedule.

Date: 24thSeptember, 2018

Day: Monday

Time: 3 pm

Venue: Community Hall, Group of Ashray In Hotels.

The agenda for the meeting is attached.

Rahul Yadav

Secretary

To: The members of the Management Committee.

Check your progress: 2 (Check your answers with those given at the end of the unit)

The following business was transacted at the tenth meeting of the Board of Directors of Nixon Electronics Co. Ltd. Assuming yourself to be the secretary of the company, write the agenda in proper format.

- i. Minutes of the previous meeting
- ii. D.A. to the employees, purchase of furniture for the common room.
- iii. Creation of five posts of travelling salesperson
- iv. Opening a cultural center in the company's premises.

Nixon Electronics Co. Ltd. Ahmedabad - 3800026

2nd August, 2018

Agenda for the tenth meeting of the Board of Directors to be held at 1 pm on Monday, 9th August, 2018 at Community Hall, Nixon Electronics Co. Ltd. Ahmedabad.

- 10.1 Minutes of the previous meeting.
- 10.2 D.A. to the employees, purchase of furniture for the common room.
- 10.3 Creation of five posts of travelling salesperson
- 10.4 Opening a cultural center in the company's premises.
- 10.5 Date of next meeting
- 10.6 Any other matter with the permission of the Chairperson/man.

Ashish Patel
Secretary

Check your progress: 3 (Check your answers with those given at the end of the unit)

1. Draft the minutes of the monthly executive committee meeting of your cooperative society at which, among other things, the following items were on the agenda:
 - a. To consider the proposal for increase the loan amount.
 - b. To consider the need for acquiring a permanent structure for the society.

Darshan Cooperative Society, Ahmedabad

Minutes of the monthly executive committee meeting of Darshan cooperative society, held on September 4, 2018, at 4-00 p.m. at the Manager office of the Darshan Cooperative Society in Ahmedabad.

Present: Mr. MayankBarot
Mr. Vivek Patel
Mr. Ashok Shah
Ms. Radhika Patel

In Attendance : Mr. K. Patel (Secretary)

No.	Title	Details
1	Minutes of the Previous Meetings	The minutes of the previous board meeting were read, approved and confirmed.
2	For Increase The Loan Amount	Decided to increase 1.83% of loan amount by the society
3	A Permanent Structure for The Society	Allocated Land and Budget for a permanent structure
4	Next Meeting	Resolved that the next meeting of the board will be held at 4.00 p.m. on October 24, 2018 at the same venue.
5	Vote of Thanks	The Meetings ended with a vote of thanks to the Chair.

Secretary

Chairman