

# Ch.2.Meetings



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# What does meeting stand for?

- A meeting is a formally arranged gathering for the purpose of discussing an issue that concerns a number of persons.
- A meeting is a collective decision process. It is the best method of group communication which brings people or participants together. Members learn to discuss, take decisions collectively and find solutions through Meetings. In democratic setup of functioning, Meetings play a very important role in decision making.



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# Need and Importance of Meetings

- In Corporate Sector and all kinds of organizations, various decisions need to be taken for smooth functioning of the organisations and achieving targets.
- Many times various problems or issues which can affect the organisations need to be solved. Meetings are very important tools to solve problems.
- Meetings are helpful in arriving consensus on various issues.

# Thought Making Process



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# Types of Meetings

- Very Formal Meetings: Meetings which requires formalities such as Quorum, Agenda and Minutes such as Parliamentary Meetings and Sessions , A.G.M. ,B.O.D. or Statutory Meetings.
- Formal Meetings: Meetings of Advisory Bodies, Committees, Managing Councils, and the Management Meetings
- Informal Meetings: Group Discussions, ad hoc meetings of task groups Team Meetings also Meetings in the college such as N.S.S or Cultural Meeting

# Objectives behind conducting Meetings

- To discuss the matters , issues or problems
- To plan the new activities
- To take decisions
- To arrive at consensus
- To review the performance of the work/task or project undertaken
- To solve problems

# Continued.....

- A discussion on particular issue or topic in a Meeting helps in understanding the issue and it also brings multiple point of views. It also gives sense of participation among the members. It is a method of continuing education for all members.
- Through Meetings review of performance or completion of a particular work/task or project is conducted.



# Conduct of Meeting

- Meetings need to be conducted in planned manner. A lot of preparation is required before the successful execution of the Meeting. There are certain methods for conducting meetings.
- Notice and Agenda is circulated or sent in advance to the Meetings.
- Proper seating arrangements is done for all the participants. Stationary, arrangements for visuals, drinking water and refreshments are arranged for all the participants.

# Conduct of Meetings

- Quorum is checked before the meeting. If the
- Quorum is not found sufficient, then the meetings are adjourned for sometime and after reaching the quorum the meetings start for the discussion.
- The chairperson welcomes all the members and read out the Notice and the Agenda of the Meeting.

# Conduct of the Meeting

- Meetings are conducted as per the Agenda means the objectives of the meeting. Members are asked to propose the agenda and second the same.
- The discussions are conducted and decisions are taken in the meetings.
- Important decisions are recorded as Resolutions . The secretary drafts the Minutes and Resolutions are recorded.
- The Meetings end with Vote of Thanks.

# Group Dynamics of Meetings

- Meeting is a Group Activity. For successful Meeting good interaction in the group is required. Participation in Group communication require skills and training. The ability to take part in group discussion and decision making process is an asset .
- Group Dynamics is the interactions that influence the attitudes and the behavior of people of the group when they are grouped with others either by choice or by accidental circumstances. Sometimes it can be positive or constructive , sometimes it can be destructive or negative. The leader of the Meeting need to be very skillful in bringing the overall co-ordination in the group.

# Role of the Chairperson

- Chairperson is the leader of the Meeting . He /She looks after the entire arrangements of the Meetings. He should be skilled enough to handle the Meeting effectively and skillfully.
- The Time Management is very much required for the Meeting.
- The Meeting should be opened properly. The opening remarks should be positive or optimistic.
- All the points in the Meetings need to be discussed in very systematic manner as per the Agenda.


# Role of the Chairperson

- Chairperson should look at the discussion and involvements of all the members. He/She should not talk much but involve others in the discussion process. The attention should be given to healthy and fruitful discussion.
- The Participants should be encouraged in speaking or raising questions. If some participants are very annoying or disturbing, Chairperson should mind them softly.
- After the Meeting, he should summarise the conclusion or restate the matters discussed. The closing remarks should be positive so that the participants should feel that they have achieved something through the meeting.
- After the Meeting, the conclusion reached should be recorded as Minutes [Summary].



# Role of the Participants

- Every participant in the Meeting is important. Participant must be alert and attentive. The participants learn and achieve many things from the discussions in the Meetings. Communication Skills are developed through active participation.
- Participants should be prepared for the Meeting .They must study the Agenda and information about the Meeting.
- Keep your mind open to all new ideas and suggestions. Show interest in all what others say.
- Ask questions or objections whenever you feel.

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- Comment also but keep your comments short and meaningful. Never need to be personal or carried out by the emotions.
  - Be a good listener .Show interest in what others say.
  - Be courteous to others .Good manners are very essential for the participants also.

# Advantages of the Meetings

- Meetings provide an opportunity to know the feelings and attitudes of its employees.
- It helps in generating new ideas
- It brings the people with expertise and experience together, who can give valuable suggestions
- Problems can be solved
- The participants can generate the feeling of involvement
- Feedback on different ideas can be acquired through the meetings

# Disadvantages of the Meetings

- If the meetings are not planned properly, the desired the result can not be achieved.
- If the chairperson is weak, irrelevant decisions will take place and there will not be fruitful discussion
- Irrelevant discussions can waste time and delay the meeting
- Inadequate and large membership can badly affect the working of the meeting
- Many times the decisions can be delayed in the meetings.



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# References

- BUSINESS COMMUNICATION by Urmila Rai and S.M.Rai, Himalaya Publishing House.