

Meeting

Name	Definition
Agenda	A list of topics to be discussed in the meeting.
Chair	The person responsible for managing the meeting.
Electronic meeting	Meeting to be held by using technology between several people in different locations.
Formal meeting	A planned meeting that is held at specific time with the availability of a chair and a secretary.
Informal meeting	Unplanned meeting that could be held any time.
Meeting	Two or more people come together to discuss one or more topic.
Minutes	It's a written record of all the issues that have been discussed in the meeting.
Participant	Member who has to attend a meeting
Quorum (النصاب القانوني)	The minimum number of participants, as specified by the regulations, that must be present at a meeting to make it valid.

The purposes of a meeting (effective meeting):

- To share information.
- To evaluate ideas.
- To make decisions.
- To motivate members.

Types of meetings:

- A) Formal meetings.
- B) Informal meetings.
- C) Electronic meetings.

The benefits of attending a meeting:

- ◆ Learning more about the colleagues you are with.
- ◆ Listening to the thoughts and opinions of others.
- ◆ Feeling as a part of a team.

The validity of the meeting:

- 1) Availability of chair and quorum.
- 2) Notice is being sent to all participants.
- 3) Held according to rules and regulations.

The three stages of conducting a meeting:

Stage 1: Before the meeting	Stage 2: During the meeting	Stage 3: After the meeting
1. Selecting the participants.	i. Establish a friendly atmosphere.	1) Check the notes made by secretary before the final minutes are written.
2. Knowing the participants.	ii. Present final comments.	2) Follow up to see that the appropriate actions are taken.
3. Choosing the time.	iii. Close the meeting: 1) Tell participants the time, place, and objectives of the next meeting. 2) Thank the group for their participation.	3) Evaluate the meeting.
4. Creating the agenda.		
5. Determining the purpose of the meeting.		
6. Selecting the place: The factors that should be considered in selecting the right place: ✓ Availability of the room at the time of the meeting. ✓ Appropriate furniture. ✓ Cost.		

Roles in relation to meetings:

- ü The Chair
- ü The secretary

⌘ The chair's duties:

- Prepare an agenda with the help of the secretary.
- Announce the beginning of the meeting formally.
- Supervise voting procedures.
- End the meeting on time.

⌘ The secretary's duties:

- Send out the notice of the meeting in good time to all the members.
- Check that a room is available for each meeting.
- Record details of what takes place during the meeting (minutes).
- Circulate any documents which might be necessary for the meeting.

Questions:

6- What are the differences between formal and informal meeting:

Criteria	Formal meeting	Informal meeting
Time conducted	Specific time	Can be held at any time needed
Agenda	Necessary	Unnecessary
Chair person	Necessary	Unnecessary
Secretary	Necessary	Unnecessary
Minutes	Minutes are recorded	Minutes may not be kept
Examples	Monthly board meeting	Staff meeting