

PENANG SANGAM HIGH SCHOOL

YEAR 11

OFFICE TECHNOLOGY

WORKSHEET 25

LESSON NOTES AND ACTIVITY

STRAND	OT 11.3 Office Administration
SUB-STRAND	OT 11.3.3 Business Communication
LEARNING OUTCOME	<ul style="list-style-type: none">• Explain the planning and organizing process of the meeting

Planning and Organizing a Meeting

Planning

The planning process involves all participants of the meeting. It is important to get the opinion of the majority before a decision is made. The three main aspects of planning are:

- Location
- Time
- Date

Meeting organizers need to come to a convenient location, time and date for the majority of those participating in the meeting.

Control

A successful meeting is achieved when all members know their duties and participate accordingly. Like any group activity a meeting needs a leader and this is the role of the chairperson. She/he will control and lead the meeting. Outlined below are the duties of the participants of a meeting.



Summarizing and Recording the minutes

Minutes are a formal record of all decisions and events that have taken place at a meeting. The purpose of the minutes is to:

- Record the meeting for legal requirements
- Formally record decisions so that everyone knows what action is to be taken and who is responsible for taking it.
- Give authority to the person taking the action.
- Act as a reference for future use.
- Serve as a reminder system.
- Give the meeting structure for continuance for the next meeting.

Activity

1. List three main aspects of planning a meeting.

2. List two duties of **Chairperson** and **minute-taker**.

THE END ☺