

Engineering Management

Guidance Notes for recording activity during meetings.

As part of your group project you have a responsibility to hold regular communication meetings in order to plan the project, allocate tasks and responsibilities, make joint decisions, review progress and address any deviations/alterations from the plan. All team members have a responsibility to attend and contribute. Please use these guidance notes and the supplied template, in conjunction with the 'Effective Meetings' power point presentation.

Planning the meeting

1. **Venue:** Select a suitable venue, pleasant atmosphere, room for all members, free from distractions. Ensure any equipment required is available eg whiteboard, projector, coffee/tea etc. Ensure that the production of any refreshments is adequately planned and that the plan is followed correctly.
2. **Agenda:** The agenda is a list of the subjects that are to be discussed and should be in the proposed order. Meeting attendees can add extra items at the end, in an entry entitled 'any other business'. Ideally the agenda should be circulated to attendees before the meeting so that any preparations can be made.

Conducting the meeting

3. **Recording :** Someone should be allocated the task of recording the meeting. There is a meeting record template which may be used.
 - a) Note the meeting venue, date and list the attendees.
 - b) There should be a description of each separate objective (as on the agenda).

- c) It should be noted if the objective is to communicate information, allocate a task that requires action or the if group must make a decision. (Listed as A/D/I)
 - d) If the intention is to allocate a task, ensure that it is SMART (Specific, Measureable, Agreed, Realistic and Timebound). One person should agree responsibility for the task (they may not do it all) and their name recorded together with the task completion date.
 - e) In subsequent meetings that status of the task can be reviewed and the status of the progress recorded. Eg completed, on target, behind plan.
4. **Conduct** : Come to the meeting prepared, with an open mind. Be prepared to listen to others, let people say their piece, be assertive and argue your point. **Have fun**: Enjoy the meeting and relish the positive progress made.

Finishing the meeting

5. **Closing**: Ensure that all the items have been covered and recorded. Attendees with actions have SMART objectives. All attendees should sign the recorded minutes. The date, time and venue of the next meeting should be agreed.
6. **Leaving**: When leaving the meeting or a little later. Take time to reflect on the quality and effectiveness of the complete event; preparation, conduct and finishing. Reflect and consider:
- What went well?
 - What could be improved?
 - What was not required?
 - What was missing?
 - How could you improve the experience and outcomes next time?