


Notice, Agenda and Minutes

■ Objective

To make the learner aware of the importance of the basic requirements of Business communication which will be very useful in the work place.



Why & Where

- Organisations, offices and other industries often have to communicate a lot of messages and have to record a lot of activities and proceedings for the smooth functioning of the concern. These require a uniform mode of communicating toolset. Notice, agenda and minutes are a few important conventional forms to record and disseminate information.
-



Notice

- Whenever an organisation convenes a meeting such as Governing Body, Executive Committee, Finance Committee or any other official meeting, notice should be issued or circulated well in advance to the members concerned to come prepared for the meeting.
-



DRAFTING A NOTICE

- ❑ Use the organization letter head
 - ❑ Clearly state the date, time and venue of the meeting
 - ❑ Specify the reason (agenda) for the meeting
 - ❑ Mention the name and designation of the issuing authority
 - ❑ Mention the authorities to whom the copies are sent as **Cc** at the right/left bottom of the page
-



Example:

Narmadha Rubber Industries Ltd
27, Palace Road, Noida,
New Delhi – 110 098

20 June 2012

NOTICE

The fourth meeting of the Board of Directors of the company will be held at the registered office of the company at 36, Motilal Street, Shimla at 5.00 p.m. on Monday, 12 July 2012.

The agenda is enclosed.

S. R. Raghavan
(The Secretary)

Cc:

The Chairman
Members of Board of Directors



Agenda:

- Are the points to be discussed in a meeting
 - Sent along with the notice to the participants of the meeting
- It enables the participants to
- come prepared for a discussion
 - question, suggest and opine on any issue so that a final clear decision can be arrived at the end of the discussion.
-



Numbering in Agenda and Minutes

- In Arabic numerals

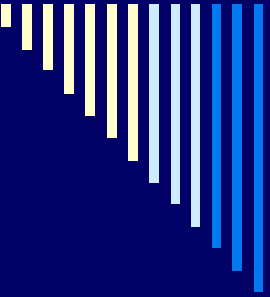
- Two types

 - a. 1, 2, 3 ...

 - b. 2.1, 2.2, 2.3 ...

- Type a – Serial Numbering

- Type b – Begins with the serial number of the meeting as the first digit and the number following the decimal to indicate the meeting number



Agenda -- Format

- The First Point is always 'Review of the previous meeting' if any
What has been discussed in the previous meeting and the status of the completed and pending work
- The other Points pertain to the discussion of various issues, in the order of priority
- The last point is 'Any other matter'
Any other issue which has arisen after the notification or which any member brings up during the meeting



Example:

Agenda

- 2.1 Review of the previous meeting
 - 2.2 Proposal to start a new unit
 - 2.3 Salary revision
 - 2.4 Conduct of the General Body Meeting
 - 2.5 Any other matter
-



Minutes -- Format

☐ Checklist

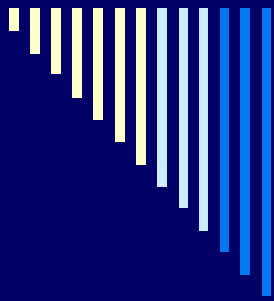
- Letterhead
- Date to the right margin
- Introductory sentence – Nature of meeting, date, venue and time
- List of members who attended the meeting
- Content in past tense, reported speech
- Concluding sentence – Note of Thanks and concluding time
- Signature and designation of the convener





Minutes...

- ❑ Report of the meeting conducted
 - ❑ Elaborates on the discussions held and the decisions taken on the points in Agenda
 - ❑ Lists the names of persons who are assigned with specific responsibilities
-



Example:

MINUTES OF THE MEETING

Rubber Industries Ltd

27, Palace Road, Noida, New Delhi – 110 098

Minutes of the Board of Directors' Meeting held on 12 July 2009 at 5.00 p.m. in the company's conference hall.

The meeting chaired by Mr. G. Bhasha Managing Director Narmadha Rubber Industries commenced at 5.00 p.m.

The following members were present.

Mr.G.Bhasha	Managing Director
Mr. K.Guptha	Director, Planning and Development
Mr.N. Naresh	Director Finance
Mr. G.Gogul Krishnan	Director Marketing and sales
Mr.R. Rajevan	Director Purchase
Mrs.s.Helen	Director Human Resource
Mrs Pamella	Manager Office



Agenda 2.1 Review of the Minutes of the previous meeting

- The Managing Director discussed in detail about the content of the previous meeting held on 12 march 2009 and all members showed their satisfaction and appreciated the efforts taken by the concerned people who have completed all the assigned works.
-



Agenda 2.2 Setting up a new Unit

- All the members agreed to the proposal submitted by the Director to setting up a new unit in Kerala considering the congenial atmosphere, and the particular work was assigned to the Director, Planning and Development and he was requested to submit the project proposal before August 2009.



Agenda 2.3 Salary Revision

- The Human Resource Director submitted the proposal for enhancing the salary of all employees from August 09 by 25% of the previous salary. All members welcomed the suggestion quoting the profit of the company.
-



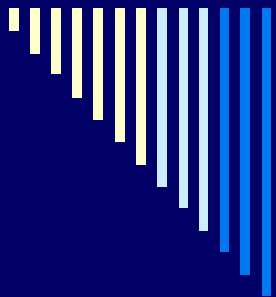
2.4 Conduct of a General Body Meeting

- The office manager informed the members that the last General Body Meeting was conducted five years back in September 2004, hence it would be appropriate to conduct the next meeting by October 2009. All the members agreed and instructions were given to the manager to send the invitation to all members.
-



2.5. Any other matter

- 1.The Managing Director informed all the members about the market conditions and asked them to be careful in their business dealings.
 - 2. The Director, Purchase emphasized that the procurement of raw materials is becoming more and more difficult. The members advised that the company should also look for new suppliers from other countries.
 - With this the Director thanked all members and the meeting came to an end at 7.00 p.m.
 - Director
-



Thank You
