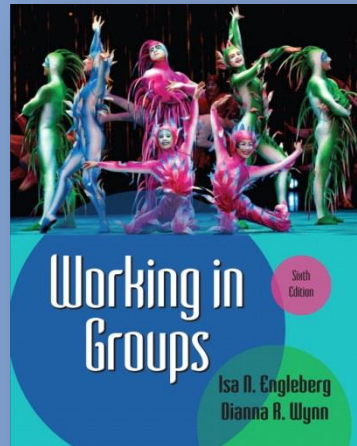


Working in Groups *6th edition*



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Planning and Conducting Meetings

❧ Chapter Eleven ❧

What's Wrong with Meetings?

- The meeting was unnecessary.
- The meeting wasted time.
- The meeting didn't use/follow an agenda.

- _____.

- _____.

- _____.

- _____.

What is a Meeting?

A scheduled gathering of group members for a structured discussion guided by a designated chairperson

Questions for Planning a Meeting

Why are we meeting?

Who should attend the meeting?

When should we meet?

Where should we meet?

What materials do we need?

Essential Meeting Elements

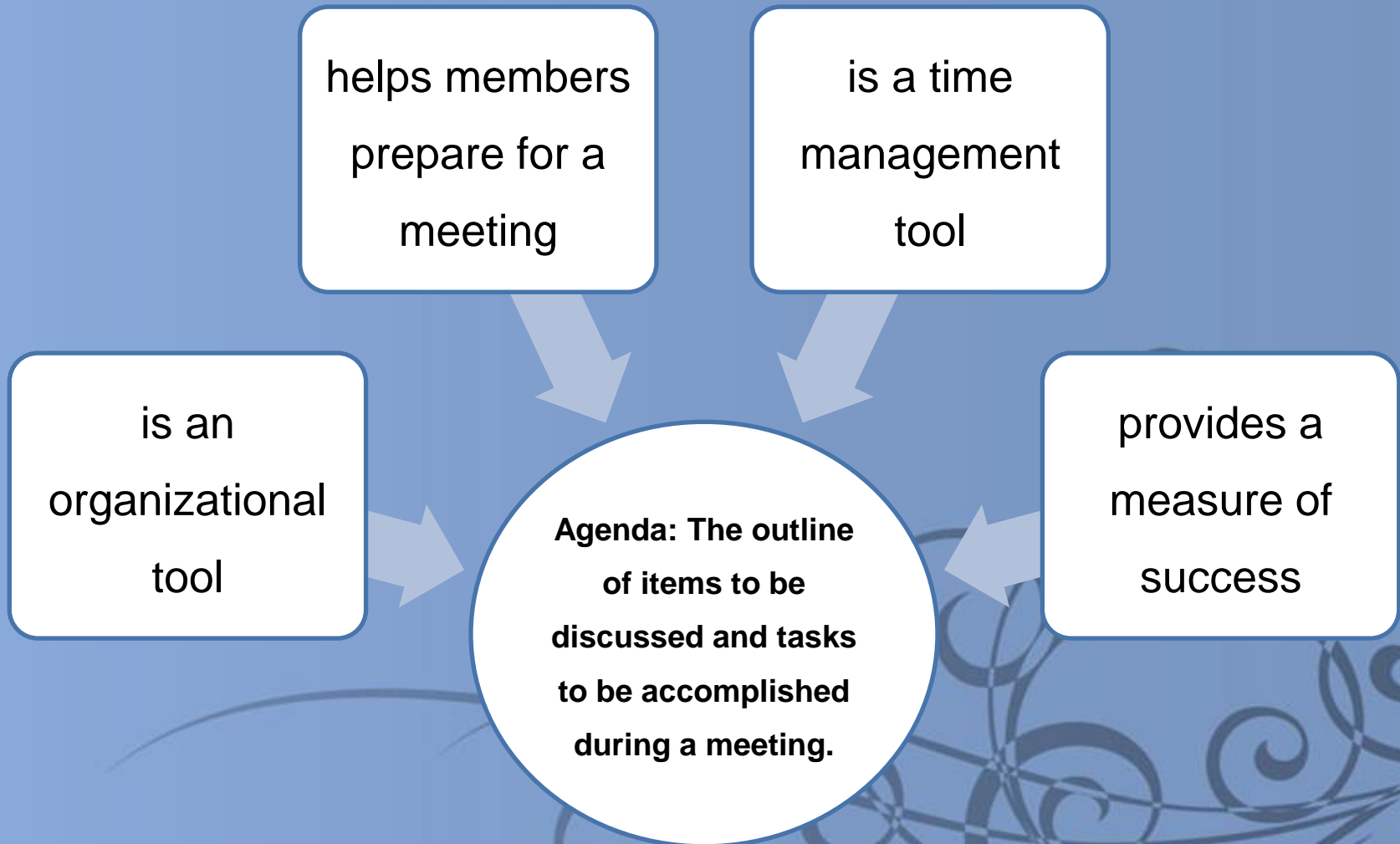


PowerPoint Quiz

Which group dialectics are most relevant when planning and conducting meetings?

- a) structure ↔ spontaneity & leadership ↔ followership.
- b) individual goals ↔ group goals & conformity ↔ nonconformity.
- c) heterogeneous ↔ homogeneous & conflict ↔ cohesion.
- d) engaged ↔ disengaged & open system ↔ closed system.

The Need for Agendas



Elements of an Agenda

- Purpose of Meeting
- Names of Group
Members—present or absent
- Date, Time, and Place
- Call to Order
- Approval of the Agenda
- Approval of Previous Meeting's Minutes
- Individual and Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

Sample Discussion Agenda



Recycling Task Force

November 6, 2012, 1:00 P.M. – 3:00 P.M.

Conference Room 4

Purpose: To recommend ways to increase the effectiveness of and participation in the company's recycling program.

- I. What is the goal of this meeting? What have we been asked to do?
- II. How effective is the company's current recycling effort?
- III. Why has the program lacked effectiveness and full participation?
- IV. What are the requirements or standards for an ideal program?
 - A. Level of Participation
 - B. Reasonable Cost
 - C. Physical Requirements
 - D. Legal Requirements
- V. What are the possible ways in which we could improve the recycling program?
- VI. What specific methods do we recommend for increasing the recycling program's effectiveness and level of participation?
- VII. How should the recommendations be implemented?
Who or what groups should be charged with implementation?

PowerPoint Quiz

When is the best time to address important and difficult issues in a meeting?

- a) At the beginning of the meeting
- b) During the middle portion of the meeting
- c) During the last third of the meeting
- d) At the end of the meeting

Chairperson's Pre-Meeting Tasks

Notify
members

Distribute
materials

Remind
members

Prepare for
discussion

Chairperson's Tasks During the Meeting

Begin on
time

Delegate
minutes

Follow the
agenda

Facilitate the
discussion

Provide
closure

Chairperson's Post-Meeting Tasks

Evaluate the
meeting

Distribute the
minutes

Monitor
assigned tasks

Common Disruptive Behaviors

Nonparticipants

Loudmouths

Interrupters

Whisperers

Latecomers

Early Leavers

Dealing with Loudmouths

- Acknowledge that you understand their positions.
- Interrupt them and shift the focus to other members.
- Tell them the group needs input from everyone.
- Assign them side-line tasks (e.g., taking minutes) that shift them from talking to listening and writing.

How to Deal with Disruptive Behavioral Problems

- Nonparticipants:

- Interrupters:

- Whisperers:

- Latecomers and Early Leavers:

PowerPoint Quiz

If members are frequently late to meetings, the chairperson should . . .

- a) wait to start until all members have arrived.
- b) review what has been accomplished whenever a latecomer arrives.
- c) let latecomers sit without participating until they have observed enough to be able to contribute.
- d) publicly reprimand latecomers.
- e) assign latecomers tasks that no one else wants to do.

PowerPoint Quiz

In order to run a successful *virtual meeting*, you should. . .

- a) begin a virtual meeting by reading the meeting agenda out loud.
- b) invite more people to participate.
- c) make sure that all members have access to the technology and know how to use it.
- d) use technology you've used before so you don't have to worry about testing it prior to meeting with the group.

Deborah Duarte and Nancy Snyder, *Mastering Virtual Teams*

Preparing the Minutes

The minutes of a meeting are . . .

- the written record of a group's discussion and activities.
- legal documents as well as historical records of organization business.
- a way to share what happens with members who don't attend.
- a way to prevent disagreement over member assignments and group decisions.

What to Include in the Minutes

1. Name of the group
2. Date and place of meeting
3. Names of attending members
4. Name of the chair
5. Names of absent members
6. Time the meeting was called to order
7. Time the meeting adjourned
8. Name of person preparing the minutes
9. Summary of discussion and decisions including *action items*

Taking Minutes

- Write clear statements that summarize the meeting's main ideas and actions.
- Word decisions, motions, action items, and deadlines exactly as the group makes them.
- If in doubt, ask the group for clarification.
- Attach the agenda and any reports to the final copy of the minutes.

Guidelines for Taking Minutes

- Report the facts and all sides of a discussion accurately.
- _____
- _____
- _____
- Always keep in mind that the minutes are a *public record* of the meeting.

Sample of Informal Minutes

**Domestic Violence Class Discussion Group Meeting
February 10, 2012, in Library Conference Room 215**

Present: Gabriella Hernandez (chairperson), Eric Beck,
Terri Harrison, Will Mabry, Tracey Tibbs

Absent: Lance Nickens

Meeting began at 2:00 P.M.

Group Topic: The group discussed whether emotional and verbal abuse should be included in the project. Since we don't have much time to do our presentation, we decided to limit the topic to physical abuse only.

Research Assignments: Since the assignment is due in two weeks, we decided to divide the issue into different topics and research them on our own.

Action: Eric will research why people stay in abusive relationships.

Action: Gabriella will research the effects on the children.

Action: Terri will find statistics and examples of the seriousness of the problem.

Action: Will is going to find out why and how the abuse happens.

Action: Tracey will find out what resources are available in the area for victims.

Members will report on their research at the next meeting.

Absent Members: Lance has not been to the last two class meetings. We don't know if he is still going to participate in the group. *Action: Gabriella will call Lance.*

Class Presentation: We need to think of creative ways to make a presentation to the class. The group decided to think about this and discuss it at the next meeting.

Next Meeting: Our next meeting will be at 2:30 on Tuesday, February 14th, in the same place. *Action: Terri will reserve the room.*

The meeting ended at 3:15 P.M.

(Meeting notes taken by Tracey Tibbs)

Parliamentary Procedure

A set of formal rules used to determine the will of the majority through fair and orderly discussion and debate

Purpose of parliamentary procedure:
To protect the rights of minority members while ensuring majority rule

Basic Principles of Parliamentary Procedure

Majority
Will

Minority
Rights

Balanced
Discussion

Orderly
Progress

Passing a Main Motion

Make the motion

- Present a proposal to the group: “I move that we go to lunch.”

Second the motion

- A main motion must be seconded. “I second the motion.”

Amend the motion

- A main motion can be amended: “I move that we go to lunch at 12:30 pm.”

Voting

- The group decides whether to accept or reject the motion: “All those in favor say aye. All those opposed say nay.”

Post-Meeting Evaluation

- Was the meeting's goal clear?
- Was the agenda useful and followed?
- How prepared were group members?
- Did everyone have an equal chance to participate?
- Did members listen effectively and consider different points of view?
- Were assignments and deadlines made clear by the end of the meeting?

Additional Evaluation Questions

What other evaluation questions would you add to those on the previous slide?

- Example: Did the meeting begin and end on time?
- Example: _____
- Example: _____
- Example: _____