

Minute Keeper (Web) Database

Case Study Tutorial

Version 1.1

MinuteKeeper
Manages, Tracks & Distributes Your Meetings

Dashboard **Meetings** Actions Documents Contacts

► New Work Meeting

Details Agenda **Action** Attendance Documents Notes

New Search

Mark

Agenda	Title	Date Due	Status
1.1 New Work	Check new work with staff.	24/07/2014	Pending
2.1 Check Project 1	Check Project 1 with Company X	7/07/2014	Pending

Martin

Agenda	Title	Date Due	Status
1.0 Welcome	Project folders	2/07/2014	Pending

Minute Keeper (Web) Database

Case Study Tutorial

Thanks to:

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The case study and the associated data is fictional.

If you wish to offer comments and/or suggestions, please email Mark O'Reilly.

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Contents

Introduction	1
<i>Rationale</i>	<i>1</i>
<i>A Suggested Approach</i>	<i>1</i>
<i>Required Materials</i>	<i>3</i>
Case Study - Setting Up	4
<i>Background</i>	<i>4</i>
<i>Setting up the Central Database</i>	<i>4</i>
Previous Minutes	10
<i>Adding Previous Budget Team Meeting Minutes</i>	<i>10</i>
<i>Adding Previous Business Plan Team Meeting Minutes</i>	<i>15</i>
Case Study - Sample Meetings	17
<i>The Business Plan Meeting Agenda</i>	<i>17</i>
<i>The Business Plan Meeting</i>	<i>20</i>
<i>The Design Team Meeting Agenda</i>	<i>23</i>
<i>The Design Team Meeting</i>	<i>25</i>
<i>The Social Club Meeting</i>	<i>27</i>
Discussion Activities	29
<i>A Review of the Meetings</i>	<i>29</i>
<i>Computerised Management of Meetings</i>	<i>29</i>
Appendix A - Sample Setup Data	30
Appendix B - Sample Meeting Data	32
Bibliography	36
An Extended List of References / Resources	37

Introduction

Rationale

This Case Study Tutorial has been created to accompany and extend the User Manual in illustrating the use of the Minute Keeper (Web) database. This tutorial might be considered useful by someone wishing to up-skill themselves in the use of the database, or by a group of people studying the management of meetings.

A Suggested Approach

A suggested approach to working through this Case Study Tutorial might be to set aside four two-hour time slots. Additional time may be required for extended reading, review and practise.

It is assumed that you will be completing this tutorial as a **Training Copy** of the Minute Keeper (Web) database.

Hours 1 and 2

Review a book or text containing material on the running of standard meetings. This material has not been included in this tutorial since it has been well covered by quite a number of other authors, and in a number of standard business and communications texts. A list of such texts has been provided at the end of this tutorial. *This list is in no way exhaustive.*

A practical component for this lesson is a review of the product in conjunction with the User Manual.

Hours 3 and 4

In these two hours, focus on the Case Study - Setting Up section:

- **Background** - read and discuss the setting for the Case Study.
- **Setting up the Central Database** - gain exposure to the Minute Keeper (Web) database setup screens.

Hours 5 and 6

In these two hours, focus on review of the setup procedure, the User Manual, and the Case Study section - Previous Minutes:

- **Review** - the Minute Keeper setup procedure presented in the previous lesson, and the User Manual.
- **Adding Previous Minutes** - record sample minutes in the Minute Keeper (Web) database.

Hours 7 and 8

In these two hours, focus on the Case Study - Sample Meetings section:

- **The Budget Meeting**
- **The Design Team Meeting**
- **The Social Club Meeting**

These final three components present role plays which provide practical opportunities to imagine you are the official minute taker at three separate meetings. These meetings are all quite different and some discussion about meetings and the recording of the respective minutes can be entered into.

NOTE: *A number of discussion questions have been provided in the section following the Case Study.*

Required Materials

In order to complete this suggested eight hour approach, you would need to have access to:

- A copy of this Case Study document.
- A book or text that provides some background to the running of meetings, and the recording of minutes.
- A **training installation** of the Minute Keeper (Web) database, specifically loaded for training purposes. (Reminder: **DO NOT** complete this tutorial using an operational copy of the Minute Keeper (Web) database.)
- A PDF or printed copy of the Minute Keeper User Manual.
- A login for the Minute Keeper database.

Case Study - Setting Up

Background

A new organisation known as the '**Productive Meetings Business Office**' has requested that you manage the minutes of their various meetings. They have already held one Business Plan meeting, one Budget meeting and a number of Operational Team meetings. The Business Plan and Budget meetings are managed by representative members from each of the three operational teams, and further meetings of these groups are anticipated.

A. Director has requested you set up a copy of the Minute Keeper database. You are to add all rooms to the locations section, all Meeting Types, all standard Item Types and the details of all staff working within the office - entered directly into the central copy of Minute Keeper (Web).

Setting up the Central Database

A. Director supplies you with the data to be added to the central copy of the database. **This data is provided in full in Appendix A.**

You complete the following steps in order to set-up the central copy of the database:

Delete Existing Sample Meetings

1. Bring up the Minute Keeper (Web) Database (<http://my.minutekeeper.com>) using your web browser of choice. Click on the **Login** menu option. Login to Minute Keeper using the following username and password.

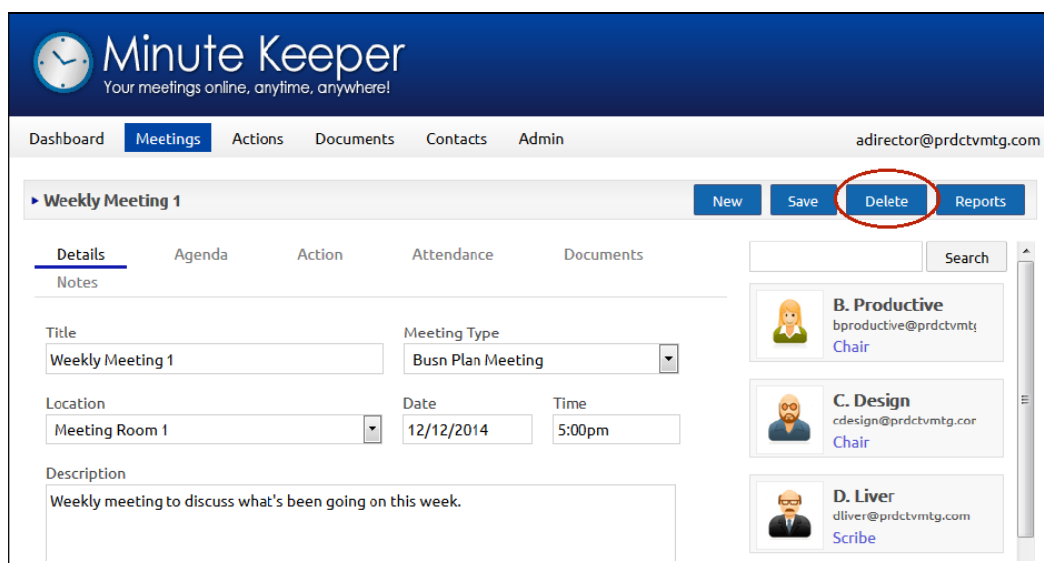
Username: adirector@prdctvmtg.com
 Password: go

2. Click on the Main Menu option - **Meetings**. The Meeting list form will be displayed.

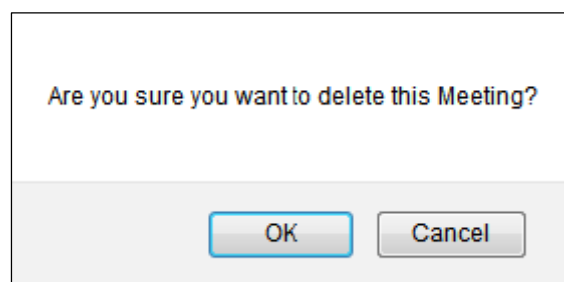
When Minute Keeper is first installed, there may be a sample meeting provided. In order to work through this Case Study we will need to delete all sample meetings.



3. Click on each sample meeting in turn via the Meetings menu item and then on the required meeting. The selected meeting's detail will be displayed. Click on the DELETE button on the top right of the screen.



A message box will be displayed and will require you to verify the requested deletion. Click on the OK button within the message box when you are satisfied that you have selected the sample meeting.



RECOMMENDATION


*Always approach the deletion of information from any database with all due **caution** and care.*

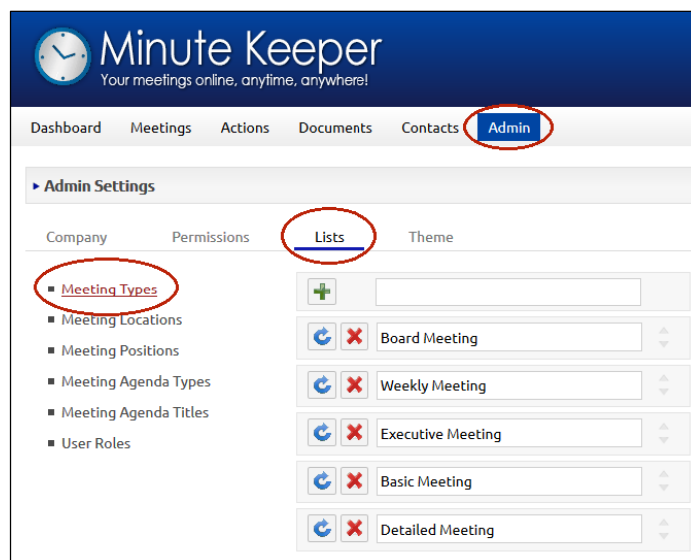
Add Data to the Lists

Review the section within the User Manual titled: **Getting set up with the Database.**

4. Click on the Main Menu option – **Admin**, and then the admin option: **Lists**. Click on each of the links in turn, delete any unwanted entries and enter the data provided in the following tables in **Appendix A**:

- Meeting Types
- Meeting Locations
- Meeting Positions
- Meeting Agenda Types
- User Roles
- Standard Titles of Employees

The sample data for the Meeting Types list is shown right. Note the  next to the row where a new entry is to be added.



Add the Company and Contact Details

Review the section within the User Manual titled: **Getting set up with the Database.**

5. Click on the Main Menu option – **Admin**, and then the admin option: **Company**. Update the current entries on this screen in accordance with the sample data provided in **Appendix A - This Organisation's Details.**

Minute Keeper
Your meetings online, anytime, anywhere!

Dashboard Meetings Actions Documents Contacts **Admin**

Admin Settings

Company Permissions Lists Theme

Name: Productive Meetings Business Office Safe Name:

Contact: A. Director Phone: 1234

Email: adirector@prdctvmtg.com Website: www.prdctvmtg.com

6. Click on the Main Menu option - **Contacts**.
7. On the Contact Lists form, click on each of the sample contact entries in the list. Add or update the details for all contacts as per the detail given in **Appendix A - Contact Details.** (Further screen images and instructions on the following pages.)

Minute Keeper
Your meetings online, anytime, anywhere!

Dashboard Meetings Actions Documents **Contacts** Admin

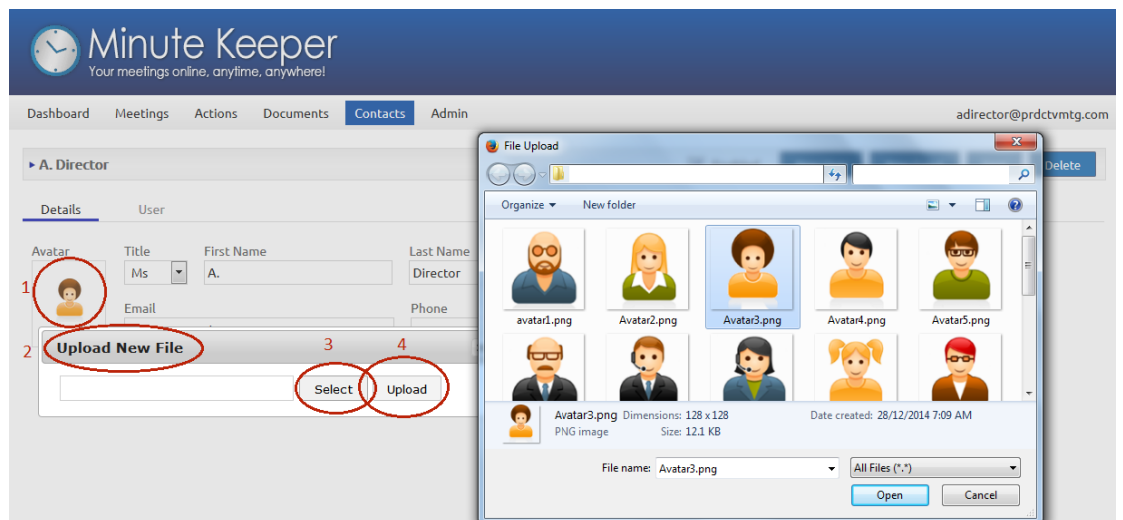
Contacts (9) Search Reports New

Pic	Title	First Name	Last Name	Email / Username	Phone	Enabled	Guest
	Mr	Minute	Taker	mtaker@prdctvmtg.com	1122	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mrs	I.	Design	idesign@prdctvmtg.com	3458	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr	I.	Catcher	icatcher@prdctvmtg.com	3457	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr	F.	Fort	ffort@prdctvmtg.com	2346	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Miss	E.	Commerce	ecommerce@prdctvmtg.com	4568	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr	D.	Liver	dliver@prdctvmtg.com	4567	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr	C.	Design	cdesign@prdctvmtg.com	3456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ms	B.	Productive	bproductive@prdctvmtg.com	2345	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ms	A.	Director	adirector@prdctvmtg.com	1234	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Add the contact details in the required fields and then click on the SAVE button on the top right of the screen.

The screenshot shows the 'Minute Keeper' interface with the 'Contacts' tab selected. Under the 'A. Director' contact, there are buttons for 'New User', 'New Guest', 'Save' (circled in red), and 'Delete'. Below these, the 'Details' tab is active, showing a form with fields for Avatar, Title (Ms), First Name (A.), Last Name (Director), Email (adirector@prdctvmtg.com), and Phone (1234).

9. Update the **avatars** for each contact using your own photos or avatars – if/as required. To update an avatar, **click on the avatar**, select your required image from your computer or network and then click the **UPLOAD** button.



10. Click on the **User** link to view the login details for each contact.
 - Enter a new password for each contact that will need to access the Minute Keeper application.
 - Click on User Role ([Add/Remove](#)). Set the user roles as required by dragging and dropping the roles required for each contact.

The screenshot shows the Minute Keeper application interface. At the top, there is a blue header with the Minute Keeper logo and the tagline "Your meetings online, anytime, anywhere!". Below the header is a navigation bar with tabs: Dashboard, Meetings, Actions, Documents, Contacts (selected), and Admin. The main content area is titled "A. Director" and contains a "Details" section with a "User" link circled in red. Below the "User" link, there are two input fields: "Username" (containing "adirector@prdcvtmtg.com") and "Password" (circled in red). Below the "Password" field, there is a "User Roles (Add / Remove)" section. The "Add / Remove" link is circled in red. Below this, there is a list of roles: "Administrator" and "Standard User" (circled in red). A red arrow points from the "Standard User" role to the "Administrator" role. A yellow box with the text "Drag and drop to and from containers" is positioned above the "Standard User" role.

IMPORTANT: Don't forget to click on the SAVE button when you have completed all your entries.

This concludes the preliminary setup of the Minute Keeper database for the organisation.

Previous Minutes

Adding Previous Budget Team Meeting Minutes

Review the sections within the User Manual titled: **Managing Meeting Detail; Working with Data Entry Screens; and Printing Reports.**

A. Director supplies you with the minutes for the initial Budget and Business Plan meetings and asks you to enter them into the central copy of the database. **This data is provided in full in Appendix B.**

Complete the following steps in order to enter the minutes for the previous meetings:

1. Click on the Main Menu option - **Meetings**. The Meeting List form will be displayed.
2. Click on the NEW button on the top right of the page. The **New Meeting** Details form will be displayed.
3. Complete the following data entry:
 - Type: *Establishment Meeting* as the Title
 - Select: *Budget Meeting* as the 'Meeting Type' entry.
 - Select: *4th July 2016* for the Date, and *9:00 am* for the Time.
 - Select: *Meeting Room 1* as the Location,
4. Click on the SAVE button on the top right of the screen to save these details.

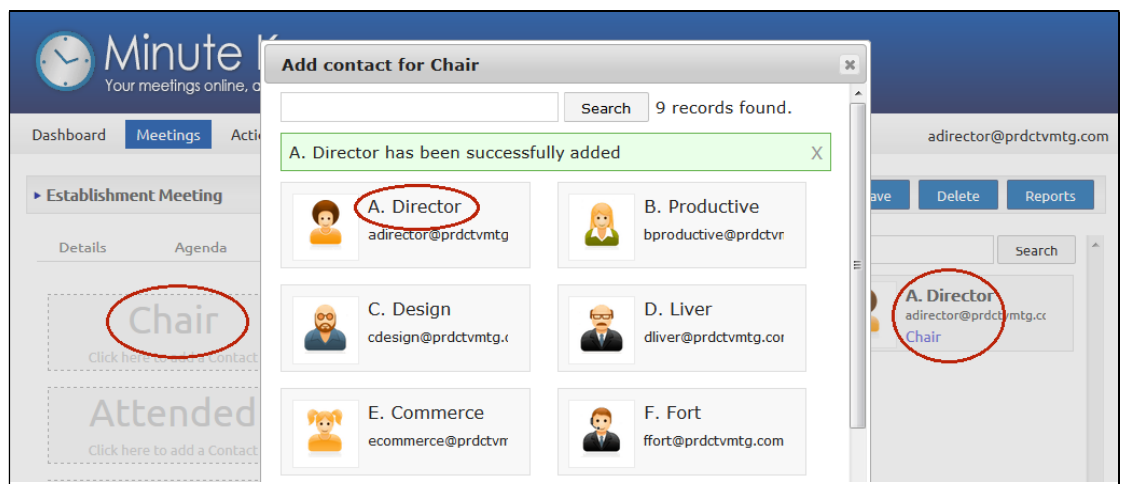
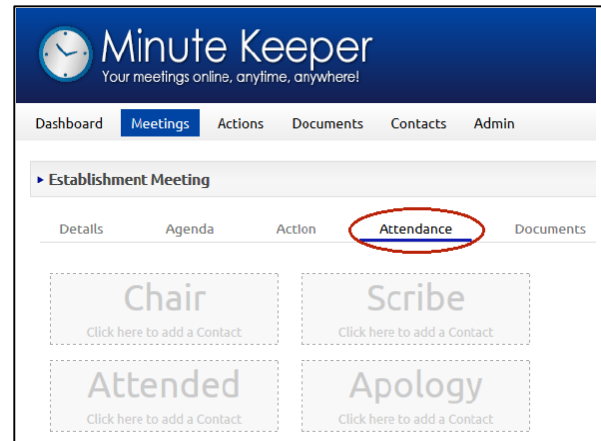
The screenshot shows the 'Minute Keeper' web application interface. The top navigation bar includes 'Dashboard', 'Meetings', 'Actions', 'Documents', 'Contacts', and 'Admin'. The user is logged in as 'adirector@prdctvmtg.com'. The main content area displays the 'Establishment Meeting' details form. The 'Details' tab is selected, and the 'Save' button is circled in red. The form contains the following fields:

- Title:** Establishment Meeting
- Meeting Type:** Budget Meeting (dropdown menu)
- Location:** Meeting Room 1 (dropdown menu)
- Date:** 04/07/2016
- Time:** 9:00am
- Description:** (empty text area)

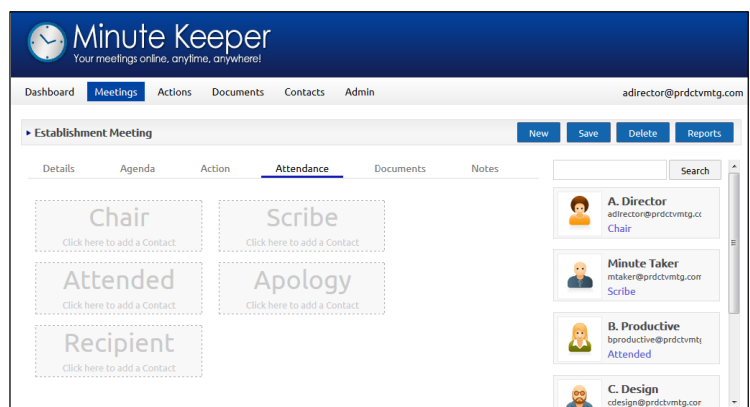
On the right side of the form, there is a 'No contacts found.' message and a 'Search' button.

5. Click on the **Attendance** link for this meeting and complete the following:

- Click on the **Chair** box.
- From the popup Contacts list select **A. Director**.
The selected person will be allocated in this role to the current meeting.
- Close the popup Contacts List.
- Click on the **Scribe** box.
- From the popup contacts list select **Minute Taker**.
- Close the popup Contacts List.



- Click on the **Attended** box.
- As per the data for the Budget Team Meeting in **Appendix B**, add the following contacts as Attendees: D. Liver, C. Design, B. Productive



NOTE:

If you find one or more of the entries not available in the combo box lists, please return to the Admin or Contacts screens and add the relevant entry or entries.

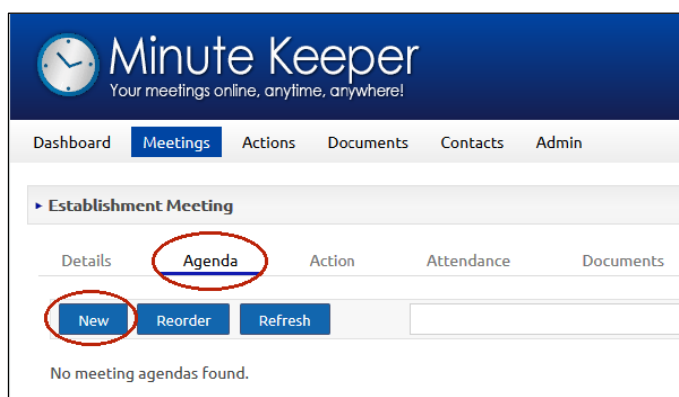
6. Click on the **Agenda** link for this meeting.

NOTE: ***BOTH** the Agenda Items and the Minutes are entered on this 'Agenda' page.*

7. Add the first agenda item according to the **Budget Team**

Meeting in Appendix B, by completing the following:

- Click on the NEW button within the Agenda component (see screen shot above).
- Enter the detail of the first agenda item and associated minutes (see screen shot below).



Agenda

Create New Agenda

Save

Number

Item

Type

1.0

Speakers, Guests or Visitors

General

Brought By

Date

Time

A. Director

25/7/2016

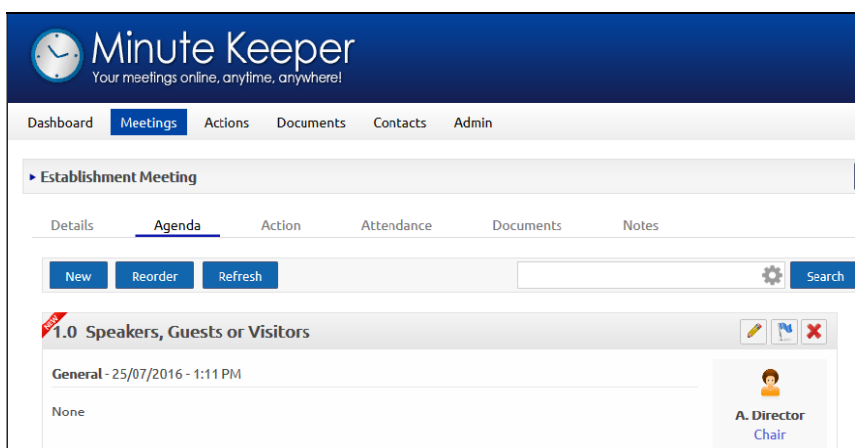
1:11 PM

Agenda Notes and Meeting Minutes

Agenda Title

None

- Click on the SAVE button on the top right of the popup screen.



8. Continue working through and entering the various agenda items and associated minutes in the **Budget Team Meeting** in **Appendix B**. See Step 9 (*below*), once you have entered **agenda item 4**.

9. Stepping through **agenda item 5**:

- Click on the NEW button on the top left of the Agenda component.
- Add the agenda detail. (*as shown right*).
- When entering the Agenda Notes and Meeting Minutes:

- Select: *Motion* from the Agenda Title dropdown list.
- Type in the subsequent text:
All operational teams to submit project plans for the next 12 months along with an annual budget request.
- Type or Select: *Moved* from the Agenda Title dropdown list.
- Type in the subsequent text:
B. Productive
- Type or Select: *Seconded* from the Agenda Title dropdown list.
- Type in the subsequent text:
C. Design

10. Follow a similar approach in entering the subsequent **amendment**.

11. Follow a similar approach in entering the subsequent agenda items and minutes.

Establishment Meeting

Details **Agenda** Action Attendance Documents Notes

New Reorder Refresh

6.0 Budget Meeting - Frequency

General - 25/07/2016 - 1:31 PM

Motion




Budget Team is to have regular weekly meetings.
 Moved: B. Productive
 Seconded: C. Design

Amendment

Regular monthly meetings, with extra meetings as the need arises.
 Moved: A. Director
 Seconded: C. Desian

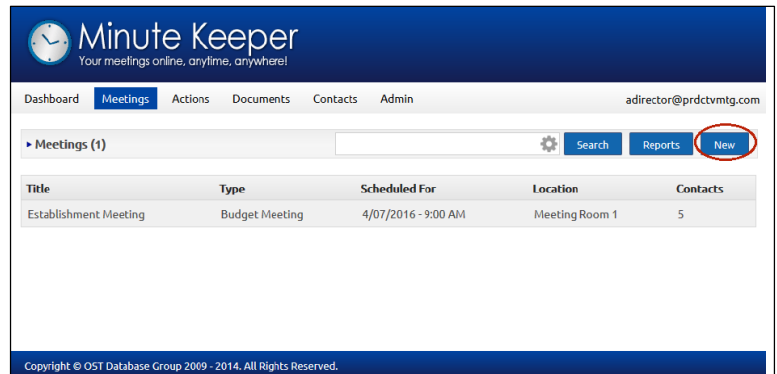
A. Director
Chair

NOTE:

- You can **edit** an existing agenda item by clicking on the **pencil** button  on the top right of the relevant agenda item.
- You can **delete** an existing agenda item by clicking on the **cross** button  on the top right of the relevant agenda item.
- You can add actions to an agenda item using the **flag** button .

Adding Previous Business Plan Team Meeting Minutes

1. Click on the Main Menu option - **Meetings**. The Meeting List form will be displayed.
2. Click on the NEW button on the top right of the page. The **New Meeting** Details form will be displayed.



3. As per **Business Plan Team Meeting** in **Appendix B**, Complete the following data entry:
 - Type: *Establishment Meeting* as the Title
 - Select: *Budget Meeting* as the 'Meeting Type' entry.
 - Select: *1st July 2016* for the Date, and *10:00 am* for the Time.
 - Select: *Meeting Room 1* as the Location,
4. Click on the SAVE button on the top right of the screen to save these details.
5. Add the meeting Chair, Scribe Attendee and Apology via the Attendance tab.

The screenshot shows the 'New Meeting' details form in the Minute Keeper web application. The form is titled 'Establishment Meeting' and has tabs for 'Details', 'Agenda', 'Action', 'Attendance', and 'Documents'. The 'Details' tab is active. The form fields are as follows:

- Title:** Establishment Meeting
- Meeting Type:** Busn Plan Meeting (dropdown menu)
- Location:** Meeting Room 1 (dropdown menu)
- Date:** 1/7/2016
- Time:** 10:00am
- Description:** (empty text area)

On the right side of the form, there's a list of participants with their roles:

- A. Director** (adirector@prdcvtmtg.cc) - Chair
- D. Liver** (dliver@prdcvtmtg.com) - Scribe
- C. Design** (cdesign@prdcvtmtg.cor) - Attended
- B. Productive** (bproductive@prdcvtmtg) - (role not specified)

At the top right of the form, there are buttons for 'New', 'Save', 'Delete', and 'Reports'.

6. Work through and enter the various agenda items and associated minutes from the **Business Plan Team Meeting in Appendix B.**

Establishment Meeting

Details

Agenda

Action

Attendance

Documents

Notes

New

Reorder

Refresh

Search

8.0 Date for the Next Meeting

General - 25/07/2016 - 2:18 PM

Motion

Next meeting to be held on 8th July 2002, 9:00 am.

Moved: A.Director

Seconded: D.Liver

Carried Unanimously

A. Director

Chair

This concludes the entry of the previous meetings for the organisation.

Case Study - Sample Meetings

Review the sections within the User Manual titled: **Managing Meeting Detail; Working with Data Entry Screens; and Printing Reports.**

Work through the development of the Agenda and the recording of the Minutes for each of the Sample Meetings presented below. Much of the detail is provided in the form of dialogue and could be read much like a play.

The Business Plan Meeting Agenda

A. Director asks you to prepare and distribute the following extended agenda for the upcoming Business Plan Meeting:

Meeting:	Business Plan Team Meeting
Date:	15 th July, 2016
Time:	10:00 am
Purpose:	Review of Annual Project Plan
Location:	Meeting Room 1
Chair:	A. Director

Attendees: A. Director, D. Liver, C. Design, F. Fort, B. Productive

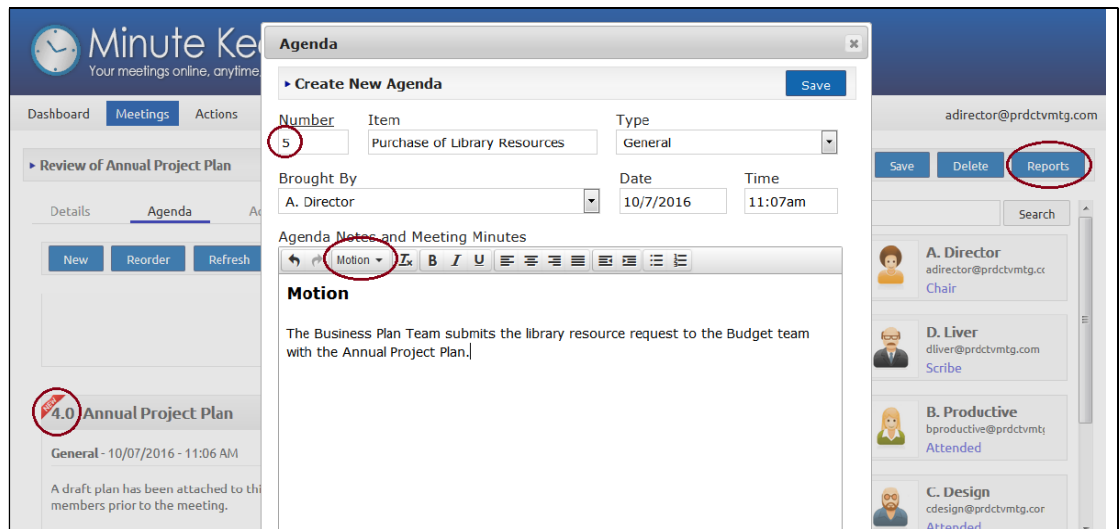
Agenda:

1. Speakers, Guests or Visitors
2. Business Arising from the Previous Minutes
3. Correspondence
4. Annual Project Plan
A draft plan has been attached to this agenda and needs to be reviewed by the Business Plan Team members prior to the meeting.
5. Purchase of Library Resources
Motion: The Business Plan Team submits the library resource request to the Budget team with the Annual Project Plan.

Preparing an Extended Agenda

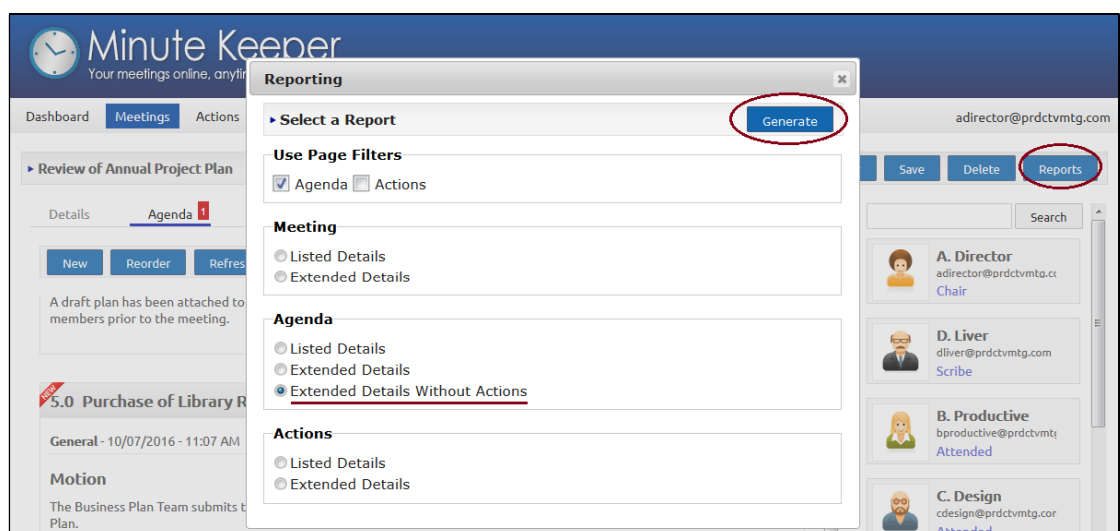
In creating this agenda, you first need to create a new meeting using the Meeting Details page and then add the additional agenda items using the Agenda page.

When entering agenda items 4 and 5, type the comments given on the agenda draft into the **Agenda Notes and Meeting Minutes** textbox against their respective items (*as shown below*).

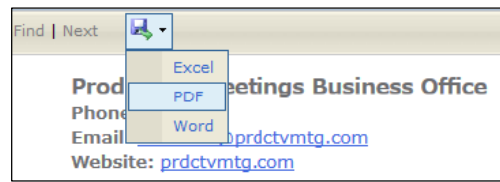



Once the agenda items have been added, click on the **Reports** button (*top right of meeting screen – see screen image above or below*).

From the options listed on the Reports Menu, select: **Agenda – Extended Details Without Actions**. Click on the **Generate** button on the top right of the report menu – to generate the report on a new browser tab.



Use the arrows button on the top left of the report screen to navigate between the report pages (*where applicable*). Use the export feature to output the report to the required format: Microsoft Excel, Adobe PDF, or Microsoft Word.





Productive Meetings
Business Office

Productive Meetings Business Office
Phone: 1234
Email: adirector@prdctvmtg.com
Website: prdctvmtg.com


Meeting Extended Detailed Report With Agendas And No Actions

Meeting Details

Name	Review of Annual Project Plan	Type	Busn Plan Meeting
Location	Meeting Room 1	Scheduled On	15/07/2016 10:00 AM
Description			
Notes			

Agendas

1.0 Speakers, Guests or Visitors
General - 10/07/2016 11:05 AM



A. Director
Chair

The Business Plan Meeting

Add the minutes for the meeting you added in the previous section of this manual...

(The meeting attendees enter the room and C. Design, the chair, takes a prominent position. You have the Minute Keeper database running on your laptop and the Minutes screen is currently showing. You tick off the attendees on the popup Attendance screen.)

C. Design: I declare this second Business Plan Team meeting open.
Are there any guest speakers or visitors?
(The other members shake their heads. The chair motions to you as the minute taker...)
Let the minutes state that there are no guests or visitors.
Note also that all team members are in attendance.

Is there any business arising from the previous minutes other than those already identified in the agenda?
(All members shake their heads.)
No business arising.

Is there any correspondence?

A. Director: Yes. I have a memo from the Managing Director requesting business plans by September 6, 2016.
(There is a pause)
We probably need to attend to this item sometime during this meeting.

C. Design: Motion:
To discuss Business Plan timelines as a general business item during this meeting. Moved by A. Director, Second?
(B. Productive raises a hand)
Seconded. Those in favour?
(Everyone raises a hand)
Carried.
(The chair checks with you, and then provides you with a few moments to catch up with the recording of the minutes.)

C. Design: The annual Project Plan. A copy of a draft plan has been distributed with the agenda. I open the floor for discussion.

B. Productive: I am in agreement with the draft as given. However I would like the date for next year's review brought forward a month to allow ample review time.

C. Design: Any other comments?
(The other members shake their heads)
I will raise a motion and then an amendment.
(The chair dictates the motion and amendment to the group and for the benefit of the minute taker.)

- Motion:
That the Business Plan Team accept the draft Annual Project Plan as a final draft.
Put by A. Director. Seconded?
(D. Liver raises a hand)
Amendment:
That the date for next year's review be brought forward a month.
Put by B. Productive. Seconder?
(D. Liver raises a hand)
Voting first on the amendment, those in favour?
(All members raise their hands)
Carried unanimously. And now the motion, those in favour?
(All members raise their hands)
Also carried unanimously.
(The chair waits for you to catch up)
- C. Design:** Purchase of Library resources. A. Director, would you like to speak to the motion?
- A. Director:** Thank you. I considered that this request could be submitted with the project plan so it would be processed promptly after the budget breakdown was agreed to.
(The others nod their heads)
- C. Design:** Any further comments?
(The other members shake their heads)
No further discussion. I put the motion as stated in the extended agenda. Moved by A. Director. Seconder?
(B. Productive raises a hand)
Those in favour?
(All members raise their hands)
Carried unanimously.
- C. Design:** How is the time?
- A. Director:** Time is fine.
- C. Design:** I now bring the Business Plan timeline item to the meeting.
I open for discussion.
- B. Productive:** I'd like to propose some dates:
(B. Productive reads from the notes she had jotted down in front of her)
26th August - Operational teams to submit their business plan contributions.
29th August - Contributions to be collated and discussed by ourselves.
16th September - Draft business plan to be completed and distributed to all operational teams for review.

30th September - Business Plan team to review the draft and in light of any comments.

3rd October - Final draft completed and distributed to members.

10th October - Business plan to be submitted to the Managing Director.

C. Design: Please pass a copy of those to the minute taker?
(B. Productive passes a piece of paper to the minute keeper.)
Any further discussion?
(All members shake their heads)
I offer the proposed timeline as a motion.
(C. Design reads the information again to the group)
Motion:
We accept this timeline for the preparation of the business plan.
Put by B. Productive. Seconded?
(D. Liver raises a hand)
Those in favour?
(All members raise their hands)
Carried unanimously.

Date for our next meeting?

D. Liver: I think we agreed to the 29th August. What about 9am?
(The others nod their heads)

C. Design: The next meeting is set for 9am, 29th August. Those in favour?
(All members raise their hands)
Carried.

(The Chair asks you to finalise the minutes and print a copy. There is a pause in the meeting while you complete the minutes and send a copy of the Minutes report to the printer. You hand the printed copy of the minutes to the chair who reads them aloud.)

C. Design: *(After reading the minutes back to the meeting)* I put that these are an accurate reflection of the proceedings of the meeting. Seconder?
(D. Liver raises a hand)
Those in favour?
(All members raise their hands)
Carried.
(C. Design signs the minutes, hands them to you and asks you to make copies for each of the recipients listed on the minutes.)

I declare this meeting closed.

< END OF MEETING >

The Design Team Meeting Agenda

C. Design asks you to enter the agenda for their next Design Team Meeting. You are requested to print a supporting agenda.

Meeting:	Design Team Meeting
Date:	25 th July, 2016
Time:	9:00 am
Purpose	Business Plan Considerations
Location:	Meeting Room 1
Chair:	C. Design

Attendees: I. Design, C. Design, I. Catcher


Agenda:

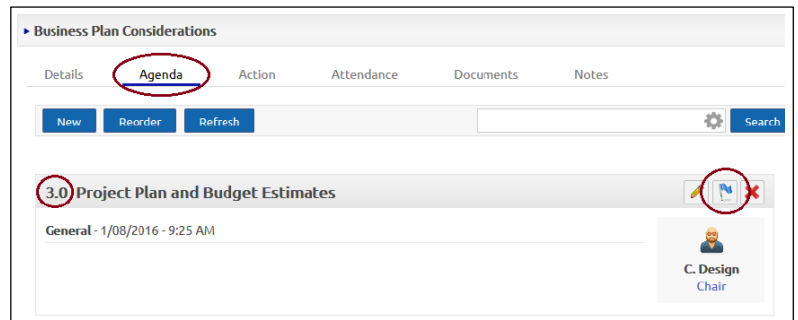
1. Speakers, Guests or Visitors
2. Business Arising and Correspondence
3. Project Plan and Budget Estimates
4. Business Plan Contribution

C. Design explains that their operational team meetings are a little more casual than the Budget and Business Plan Team meetings. He indicates that they do not usually record motions as such, but that every item should have at least one ACTION recorded against it, identifying who is responsible for completing that action.

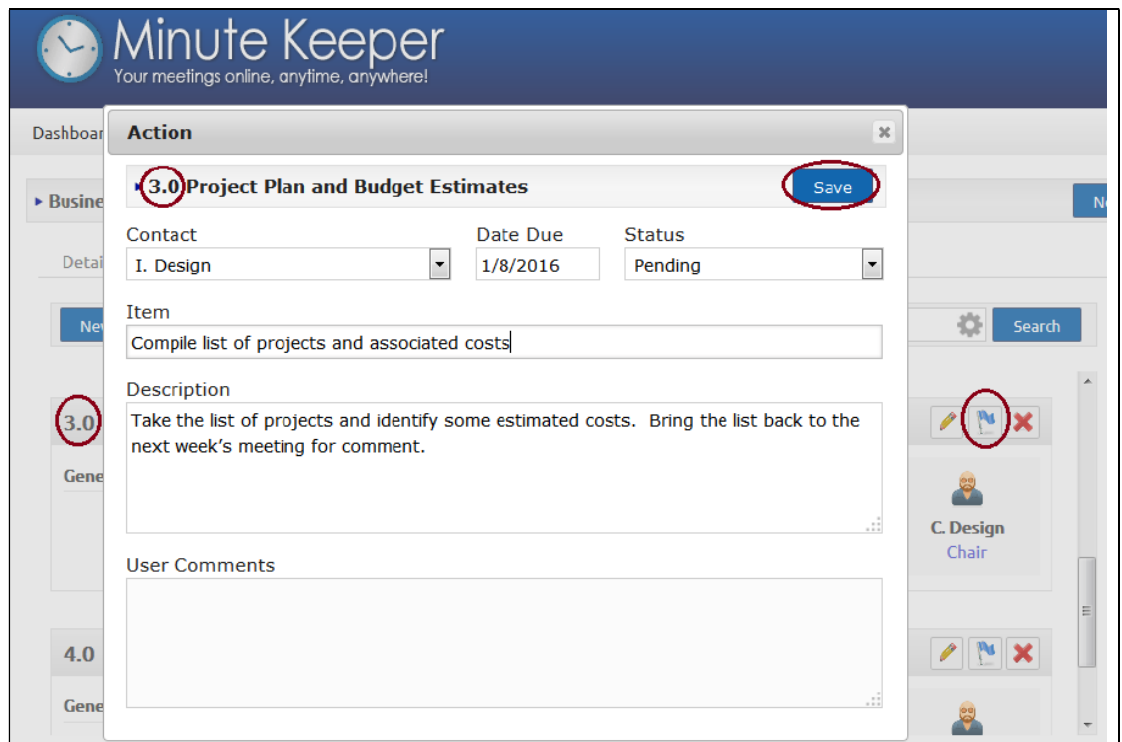
C. Design also explains that their meetings are always at the same time and day every week - Monday mornings, 9:00am. Occasionally there are no new issues, or another event takes precedence over the meeting and it is cancelled for that week.

To add an action to an Agenda Items...

1. Locate the applicable agenda item.
2. Click on the FLAG button  on the top right of the agenda item.



3. Add the action details in the applicable fields.
4. Click on the SAVE button on the top right of the Action popup screen.



3.0 Project Plan and Budget Estimates			
General - 1/08/2016 - 9:25 AM			
C. Design Chair			
Contact	Title	Date Due	Status
I. Design	Compile list of projects and associated costs	1/08/2016	Pending

The Design Team Meeting

Add the minutes and actions for the Design Team Meeting...

(The meeting attendees enter the room and C. Design, the chair, takes a prominent position)

C. Design: We might make a start.
Are there any guest speakers or visitors?
(C. Design turns to you and says:)
We are all present, no apologies and no guests.
(To the group:) Any business arising from the last meeting?

I. Catcher: I have an update on the date and time for the upcoming design workshop. Can these be recorded in the minutes?
(I. Catcher passes a note to you to record under the business arising agenda item:)

Design Workshop: September 7, 2016, 9:00am - 4:30pm

C. Design: Any other items?
(Members shake their heads)
Any correspondence?
(Members shake their heads)
Okay, lets turn to the project plan and budget estimates
(There is a pause)

I. Design: We probably need to identify all the projects for the year and estimate some costs.
(15 minutes or so of discussion follows and a list of eight projects are identified:

1. Project 1
2. Project 2
3. Project 3
4. Project 4
- ...)

C. Design: *(Turns to you and checks that you have recorded all projects.)*
Okay, so what action should we record?
(There is a pause)

I. Design: I'll take the list of projects and identify some estimated costs.
I'll bring the list back to the next week's meeting for comment.

C. Design: Thank you.
So the action for this item (*3. Project Plan and Budget Estimates*) is: I Design will identify some estimated costs for each project and bring it to the next meeting.
(C. Design gives you time to record the action)

- C. Design:** Now for the business plan. What would we like to contribute to the business plan?
- I. Catcher:** I did some work in my previous position on business plans. I could put some thoughts down and bring them back to the next meeting for review.
- I. Design:** Seems fine to me.
- C. Design:** So the action is: I. Catcher will put together a draft and bring it to the next meeting.
(*C. Design gives you time to record the action*)
Any other items?
- I. Design:** I think there is an opportunity for the business to look at this new design.
(*I. Design hands out a sheet with a project design, titled: NEW DESIGN. I. Design then spends 5 minutes going over the details and some discussion follows*)
- C. Design:** Sound great. So what action should we record?
- I. Catcher:** Well I think we agree it's a good concept. Could we bring it up with the production team?
- I. Design:** I can do that if you like.
- C. Design:** I am in agreement. So the action is: I. Design will present the concept to the production team and report back.
- I. Catcher, how are the preparations going on your project?
- I. Catcher:** Fine. I have been finalising the details with the production team and should be in a position to report back at our next meeting.
- C. Design:** Great.
Is there anything else?
(*There is silence*)
Okay, I call this meeting to a close.
We'll meet same time next week.

(*C. Design requests you print out four copies of the minutes and hand a copy to each of the recipients*).

< END OF MEETING >

The Social Club Meeting

F. Fort indicates that a couple of staff have just formed a social club and ask you to take the minutes at their first meeting - to be held at 10:00am, 10th August 2016.

You ask about the agenda and F. Fort indicates that he will get one to you at the meeting.

< START OF MEETING >

(The meeting attendees - F. Fort, E. Commerce and I. Catcher enter the room and sit next to F. Fort's desk. You have setup the office laptop on the desk.)

- F. Fort:** So what do we think people?
(There is a pause)
What should the social club organise this year?
- E. Commerce:** We could have a restaurant evening.
- I. Catcher:** That's a great idea, and we could have a family day in the park.
- F. Fort:** We could use my place for a dinner, or a barbecue on the weekend.
- E. Commerce:** A Sunday would be good.
- I. Catcher:** What about an evening? Say Friday week?
- F. Fort:** Yes, I could look at Friday week, or the Sunday of that week.
- I. Catcher:** On the Sunday we could organise a family day in the park.
- E. Commerce:** Sounds good.
- I. Catcher:** We could run a couple of raffles to raise some money.
- F. Fort:** Yes, we could organise a weekly raffle to raise money for the Xmas party.
- E. Commerce:** What about having the Xmas party at that restaurant we went to last year.
- I. Catcher:** Good idea. That was a great place.

(Conversation continues for some 20 or 30 minutes)

F. Fort: So we could tell everyone we'll have a party at my place on Friday week.

E. Commerce: And I'll give some thought to the Xmas party fund raising

I. Catcher: And I'll start thinking about a family day in the park. Do you think we could get people to bring a plate?

(Discussion continues...)

(You create an agenda and add minutes when and where you consider appropriate.)

**This concludes the entry of
meeting details for the organisation.**

Discussion Activities

In light of your reading on the running of meetings and the recording of minutes consider the following discussion questions.

A Review of the Meetings

In relation to the 3 meeting role plays presented in the previous section:

1. Which meeting seemed the most time efficient? Give your reasons.
2. Which meeting seemed the least time efficient? Give your reasons.
3. Which was the most *productive*? Define what you mean by productive and then justify your answer.
4. Which was the least *productive*? Give your reasons.
5. Which meeting was the most frustrating for the minute taker?
6. In relation to the Business Plan Team and the Design Team meetings, list the positives and negatives for each style of meeting.
6. In your opinion, what should be the role of a meeting chair person?
7. In your opinion why is the preparation of agenda and the recording of minutes important? (Consider business as well as legal reasons.)

Computerised Management of Meetings

1. In your opinion, is there any value in using the web for preparing meeting agenda and the recording of meeting minutes? Give your reasons.
2. What might be the value of the following reports? When should they be printed and distributed? And to whom should they be distributed?
 - (a) Agenda – Listed Details
 - (b) Agenda – Extended Details
 - (c) Actions – Listed Details
 - (d) Actions – Extended Details
 - (e) Meeting – Extended Details?

Appendix A - Sample Setup Data

Meeting Types:

Meeting Type
Budget Meeting
Busn Plan Meeting
Production Meeting
Marketing Meeting
Design Meeting

Locations:

Location	Description
Meeting Room 1	M1, Building A, ABC St, ABC Suburb
Main Office	Office 1, Building A, ABC St, Suburb A
Production	Office 2, Building A, ABC St, Suburb A
Marketing	Office 3, Building A, ABC St, Suburb A
Design	Office 4, Building A, ABC St, Suburb A

Meeting Positions:

Meeting Positions
Chair
Scribe
Attended
Apology
Recipient

Meeting Agenda Types:

Item	Description
Financial	Office or Team Financial Issues
Resourcing	Resource Needs, Purchases, Maintenance etc
HRM	Staff Leave, Prof Dev, Social Activ, Issues, etc
Client Related	Client Requirements, Marketing, Concerns
Quality Assurance	Developing/Updating QA Procedures and Documents
Admin	Office or Meeting Administration

NOTE: *You may find that this last list needs to be amended or added to as you work through the Case Study Tutorial.*

User Roles:

User Roles
Administrator
Associate
Member
Staff
Visitor

Standard Titles of Employees:

Title
-
Miss
Mr
Mrs
Ms

Contact Details:

Title	First	Surname	Position	Phone	Email
Ms	A.	Director	Director	1234	adirector@prdctvmtg.com
Ms	B.	Productive	Production Leader	2345	bproductive@prdctvmtg.com
Mr	C.	Design	Design Manager	3456	cdesign@prdctvmtg.com
Mr	D.	Liver	Marketing Leader	4567	dliver@prdctvmtg.com
Miss	E.	Commerce	Marketing Officer	4568	ecommerce@prdctvmtg.com
Mr	F.	Fort	Production Officer	2346	ffort@prdctvmtg.com
Mr	I.	Catcher	Design Consultant	3457	icatcher@prdctvmtg.com
Mrs	I.	Design	Design Consultant	3458	idesign@prdctvmtg.com
Mr	Minute	Taker	Admin Officer	1122	mtaker@prdctvmtg.com

This Organisation's Details

Organisation:	Productive Meetings Business Office
Contact Person:	A. Director
Phone 1:	Ext 1234
Email:	adirector@prdctvmtg.com
WWW:	www.prdctvmtg.com

Appendix B - Sample Meeting Data

Meeting: **Budget Team Meeting**
 Date: 4th July, 2016
 Time: 9:00 am
 Purpose: Establishment Meeting
 Location: Meeting Room 1
 Chair: A. Director

In Attendance:

A. Director, D. Liver, C. Design, B. Productive

Minutes:

1. Speakers, Guests or Visitors

None

2. Business Arising

Not applicable

3. Correspondence

None

4. Budget Update

The opening budget for the office was presented, and is attached.

5. Division of Budget - Process

MOTION: All operational teams to submit project plans for the next 12 months along with an annual budget request.

Moved: B. Productive

Seconded: C. Design

AMENDMENT: Operational teams to submit project plans, each with a budget estimate.

Moved: A. Director

Seconded: C. Design

Carried Unanimously

SUBSTANTIVE MOTION: All operational teams to submit project plans each with a budget estimate, for the next 12 months.

Moved: A. Director

Seconded: C. Design

Carried Unanimously

6. Budget Meeting - Frequency

MOTION: Budget Team is to have regular weekly meetings.

Moved: B. Productive

Seconded: C. Design

AMENDMENT: Regular monthly meetings, with extra meetings as the need arises.

Moved: A. Director

Seconded: C. Design

Carried Unanimously

SUBSTANTIVE MOTION: Budget Team is to have regular monthly meetings, with extra meetings being called as the need arises.

Moved: A. Director

Seconded: C. Design

Carried Unanimously

7. Date for the Next Meeting

MOTION: Next meeting to be held on 15th July 2002.

Moved: A. Director

Seconded: D. Liver

Carried Unanimously

Signed: _____

Date: _____

Meeting: **Business Plan Team Meeting**
Date: 1st July, 2016
Time: 10:00 am
Purpose: Establishment Meeting
Location: Meeting Room 1
Chair: A. Director

In Attendance:

A. Director, D. Liver, C. Design

Apologies:

B. Productive

Minutes:

1. Speakers, Guests or Visitors

F. Fort stood in for B. Productive.

2. Business Arising

Not applicable

3. Correspondence

None

4. Working Business Office Goal

MOTION: The goal of the business office is to manage the design, production and marketing of the business product line.

Moved: C. Design

Seconded: A. Director

Carried 3 to 1

5. Business Plan Format

C. Design presented a sample business plan format (attached).

MOTION: The sample business plan format be adopted as an initial guide.

Moved: D. Liver

Seconded: A. Director

Carried Unanimously

6. Purchase of Library Resources

C. Design presented a list of resources considered beneficial to the Business Plan group.

MOTION: Copies of each of the resources be purchased by the Business Plan Team.

Moved: C. Design

Not seconded

DISCUSSION: A. Director suggested that these purchases could wait until after the budget submissions have been considered.

MOTION: The Business Plan Team hold over the resource purchases until budget submissions have been considered by the Budget Team.

Moved: A. Director

Seconded: D. Liver

Carried Unanimously

7. Budget Submission

MOTION: A draft Project Plan to be presented to the Budget Team will be prepared by A. Director.

Moved: A. Director

Seconded: C. Design

Carried Unanimously

8. Date for the Next Meeting

MOTION: Next meeting to be held on 8th July 2002, 9:00 am.

Moved: A. Director

Seconded: D. Liver

Carried Unanimously

Signed: _____

Date: _____

Bibliography

NOTE:

An extended list of resources relating to meetings and the recording of minutes is offered on the next page. It is not considered that these lists are exhaustive, but serve to illustrate a breadth of literature and resources in this area. Other titles could be sourced through your local bookshop or library.

More recent editions of some of these texts may be available.

- | | |
|------------------|---|
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An Extended List of References / Resources

- | | |
|---------------------------------------|--|
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& Morningstar, G. | <u>Meetings, How to Make Them Work for You.</u>
Van Nostrand Reinhold Co, New York, 1985 |