

Notice, Agenda, Minutes, Memo

- Unit II



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Academic Purpose Only

Programme Educational Objectives

- *Our program will create graduates who:*
 - *1. Will be recognized as a creative and an enterprising team leader.*
 - *2. Will be a flexible, adaptable and an ethical individual.*
 - *3. Will have a holistic approach to problem solving in the dynamic business environment.*



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Business Communication & Information Systems

Course Outcomes

- CO1-Given the circumstances, student manager will be able to ascertain the barriers to communication and also propose measures to overcome these barriers.
- CO2 In a given situation, student manager will be able to identify essentials parameters of effective communication and will also be able to justify the same.
- CO3 For given situation student manager should be able to draft Business letter for an organization.
- CO4 Given the circumstances, student manager will be able to draft E-mail to concerned authority/person.
- CO5 Given the circumstances, student manager will be able to gather data and make an informed decision based on it.
- CO6 Student manager will be able to identify & explain modern trends in information system.



Notice

- The statement that contains the particulars of holding a meeting is known as notice. It is one kind of request to the members for attending the meeting. The date, time, place and agenda are informed through the notice. It may be oral or written.
- “ A notice is the communication-verbal or written informing the persons entitled to attend the meeting about the time, date, place and the business of the meeting.” - S.K. Dutta



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A notice (without agenda)

Rajgarh Cement Limited
32, Motijheel C/A
Dhaka-1000

October 1, 2009

Notice

Notice is hereby given that the second meeting of the Board of Directors will be held at **the registered office** of the company at **3.30 p.m. on Friday October 10, 2009.**

.....
Ratan Khushwa
Secretary

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Notice

Date: 20.08.2009

The students of BBA, L.L.B (Hons.), BA (Hons.) in English, B.Sc.(Hons.) in Economics, B.Sc. in CSIT and other undergraduate programs are requested to take clearance from the Account Section for payment of their tuition and other fees up to Summer, 2009 on any working day from 26.08.2009 to 07.09.2009 and deposit the fees into the Bank just after getting clearance.

Otherwise, they will not be issued Admit Cards for the Semester Final Examination, 2018.

.....

Prof. A. P. Mehta
Pro-Vice Chancellor

- Copies Distribution
- ✓ Deputy Director of Accounts
- ✓ Asst. Registrar (P.O. to VC)
- ✓ All Faculties in Charge
- ✓ All classes of the undergraduate programs
- ✓ Office copy

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Agenda

- Agenda is a document that outlines the contents of a forthcoming meeting. It is usually sent along with the notice of the meeting. Basically agenda is a statement of business or assignment to be discussed in the meeting on which minutes and decisions are taken thereafter.
- Agenda should be specific and clear to all authorized person.



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A Specimen of Notice With Agenda

Rajgarh Cement Limited
32, Motijheel C/A
India-1000

October 1, 2009

Notice

Notice is hereby given that the second meeting of the Board of Directors will be held at the registered office of the company at 3.30 p.m. on Friday October 10, 2006

Mr. V.K. Sharma
Secretary

- **Agenda:**
- ✓ Confirmation of the minutes of the last meeting.
- ✓ Matters arising from the minutes
- ✓ Financial irregularities of company accountants.
- ✓ Confirmation of the appointment of Auditor.
- ✓ Date of next meeting.

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Importance / Necessity of Agenda

- Agenda is an official list of things to be done or dealt with at a particular meeting. It is drawn up by the secretary consultation with the Chairman. The importance or necessity of agenda is pointed out below:
 - ✓ It informs the persons to be attended at the meeting
 - ✓ Free discussion is possible
 - ✓ Decisions are taken easily
 - ✓ Exchange of opinions is possible before meeting
 - ✓ It ensures that only matters relevant to that particular meeting are discussed
 - ✓ It facilitates the preparation of the minutes.



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Minutes

- Minutes are the official record of the proceedings or a meeting. It usually show a concise and accurate record of decisions and resolutions.
- Minutes is a chronological written statement of resolutions taken in meeting. It is taken on the elaborate discussion of the agenda.
- It is a list of actions and resolutions adopted after detailed discussion of persons attended in the meeting, preserved it for decision making and policy implementation.



- It is to be mentioned that the minutes requires to be approved by the participating members of the meeting.
- The minutes must be concluded by the signatures of the Chairman, secretary, and other authorized person of the meeting.



Preliminary Items

- ✓ Name of the Organization;
- ✓ Type of meeting (monthly, emergency, special);
- ✓ Place, date, and time called to order;
- ✓ Name of those attending including
- ✓ guests (used to determine if a quorum is present);
- ✓ Name of those absent and reasons for absence.
- ✓ Agenda items.
- ✓ Decisions that were made.
- ✓ Actions that need to be done. Include the deadline and who it was assigned to.
- ✓ Follow up meeting.



What needs to be included?

- Date, time and location of the meeting.
- The purpose of the meeting.
- Names of attendees and those who were unable to attend.
- Agenda items.
- Decisions that were made.
- Actions that need to be done. Include the deadline and who it was assigned to.
- Follow up meeting.



Types of Minutes

Minutes for resolution

In this type of minutes, only the resolution passed at a meeting are recorded and no reference is made to any discussion preceding the resolution.



Minutes for Narration

Minutes of narration are somewhat similar to a report. Here, in addition to the resolution passed, a brief account of the discussion and the voting pattern is also included.

Why Meeting Minutes Are Important

- Meeting minutes offer *legal protection*
- Meeting minutes *provide structure*
- Meeting minutes *drive action*
- Meeting minutes act as a *measuring stick*
- Meeting minutes state *ownership*



Difference Between Agenda and Minutes

1. Definition:

- ✓ **Agenda:** is an official list of things to be done or dealt with at particular meetings.
- ✓ **Minutes:** The official records of discussions held and decisions taken at a meeting are called minutes.

2. Preparation:

- ✓ **Agenda:** drawn up by the secretary in consultation with the Chairman.
- ✓ **Minutes:** are generally written by the secretary of the organizational reference.



- **Purpose:**

- ✓ **Agenda:** Gives the members an idea about the topics to be discussed.
- ✓ **Minutes :** Preservation of the resolution of the meeting for future

- **Authority:**

- ✓ **Agenda:** Top level management gets and things over the agenda.
- ✓ **Minutes:** All members at the meeting discuss and take decisions

- **Read out**

- ✓ **Agenda:** At the beginning of the meeting it is read out.

- ✓ **Minutes:** At the next meeting it is read out.

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- **Approval**

- ✓ **Agenda:** It need not requires to be approved earlier.
- ✓ **Minutes:** It needs to be approved by the members at the next meetings.

- **Where Written**

- ✓ **Agenda:** It is generally written in the notice board.
- ✓ **Minutes:** It is written in the company's minutes book.





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A Specimen of Minutes

- **ABC Company Limited**

- **Minutes**

- Of the first meeting of the Board of Director held on Friday, 24th April, 2018 at 3.00 p.m. at the Registered Office, AKF Commerce College Road, Palam-2, India.
- Present:
 - Mr. A
 - Mr. B
 - Mr. C (Directors)
 - Mr. D
 - Mr. E
-  Mr. Mohit Sharma, Secretary
-  Mr. Raman, Solicitor

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No. of Minutes	Subject of Minutes	Details of Minutes
1	Chairpersons of Meeting	Mr. Param Mehta was unanimously elected Chairperson of the Meeting.
2	Chairperson of the Company	Resolved: That Mr. Param Mehta be and he is hereby appointed Chairperson of the Board and of the Company
3	Quorum	Resolved: That three directors shall constitute a quorum at the Board meeting
4	Appointment of Secretary	Resolved: That Mrs. Priti Bhatia be and is hereby appointed secretary of the Company at a salary of Tk 25000 per month to be terminable on three month's notice either side

No. of Minutes	Subject of Minutes	Details of Minutes
5	Appointment of Bankers	
6	Prospectus	
7	Seal	
8	Next meeting	The next meeting of the Board was fixed to be held on Friday, 1st May,2018 at 3.00 p.m.

Dated:
20.04.2009

Mr. Param Mehta
Chairperson

Mrs. Priti Bhatia
Secretary

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Reference

- Raman Meenakshi, Singh Prakash, Business Communication, Oxford University Press, 2006
- Roy W. Poe, Rosemary T. Fruehling Business Communication- Fifth edition, paradigm Publication Inc.
- Williams, Krizan, Logan, Merrier, Communication In Business; Cengage learning.

