

**XYZ CO. LTD.**  
**305, NIT Faridabad**  
**NOTICE**

No. XYZ/AG/12

This notice is hereby given that fourth Annual Meeting will be held at the Corporate Office of the company on Wednesday July 27, 2019 at 2: 00 p.m.

Date: July 3, 2019

**Agenda**

1. To call upon the secretary to read out the minutes of the meeting previous.
2. To read the notice of the current meeting.
3. Managing Director' speech.
4. To place before the financial status of the company for the period ended 31<sup>st</sup> March, 2019.
5. Discussion on purchase of the new plant and renovation of the present company's building.
6. Appointment of the members of the managing committee.
7. Invite discussion and give replies to the questions raised.
8. Any other points to be discussed with the permission of the chairman.
9. Decide the date for the next meeting.

**Prepared and submitted by Neha Sharma**

**Secretary**

**Copies to: All members of the managing committee.**

**(b) Tips for Writing Effective Agenda**

Following tips should be taken care by the secretary while drafting the agenda:

1. There should be a clear cut meeting objective. With a clearly defined meeting objective it is easier to plan the exact agenda topic.
2. The agenda should clear and straightforward.
3. It should be circulated or posted to all the members well in time.
4. Ask those invited to accept or decline the agenda or invitation to the meeting. Make it clear that once they have agreed to attend, they are expected to attend.
5. To write good agenda you should be specific and explicit in what you want to discuss during the meeting.
6. Send a complete list of the topics to be discussed to the attendees in the meeting otherwise they would come to the meeting without the preparation which will ultimately hurt the quality of the discussions and decisions.
7. Select the points of discussion carefully. They come from variety of sources like review of last meeting, the organization's calendar, views gathered from the committee's chairperson, new issues raised during the period after the previous meeting and before the present meeting.
8. It is better to consult the members before including the topics to be discussed in the agenda. Doing so will gain more involvement of the members during the meeting.
9. All points in the agenda should be serially numbered in the order they will be discussed.

10. The routine matters should be mentioned first followed by the important matters.
11. The agenda should contain headings and sub headings for different items in the agenda. Next to each heading, also mention the type of action needed and the type of output expected.
12. Also mention the time expected for addressing and discussing each topic.

### 6.7.10 Minutes of Meeting

Minutes also known as protocols, are the record of what is said in the meeting. Minutes are written as an accurate record of group's discussions and decisions taken. Minutes of meeting are useful because people can forget what was discussed and decided at the meeting. Minutes also inform people who were at the meeting and what took place.

Minutes are the part and parcel of meeting practices. They serve as a written accounts of what transpired at meetings. Minutes are the official evidence of the meetings. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the meetings as well as of the organization.

#### (a) Advantages of Minutes of Meeting

Minutes of meeting are an important activity to be performed during and after the meeting. Following are the main advantages of maintaining minutes of the meeting:

1. They capture the essential information of the meeting decisions and actions taken.
2. They keep attendees on the track by reminding them their role on the subject or issue on which the meeting was conducted.
3. Minutes can be used for reference or background material for future meetings relating to the same topic.
4. So many times the members may get confused or in disagreement about what happened in a meeting. With minutes of meeting, everything is clear.

#### (b) Layout/format of Minutes of Meeting

The minutes are the summarized record of what occurs at a meeting. While there is not one universally accepted format for how to draft minutes of meeting, the meeting minutes usually include the following information:

1. Date, time and place of the meeting.
2. Subject or purpose of the meeting.
3. Name of the presiding officer and secretary.
4. A list of attendees (if there is a large group, then the main members will be listed).
5. A list of absentees.
6. Issues discussed and the name of the individuals involved.
7. Concerns/questions raised by the meeting attendees.
8. If the vote was conducted, the count should be recorded in the minutes.
9. Details of the next meeting like date, time, location, agenda, etc.
10. Name of the person taking minutes.

Following information is not included in the minutes of the meeting:

1. The personal opinion or interpretation of the secretary.
2. Motions that are withdrawn.
3. Judgmental phrases like heated debate, valuable comment, controversial remarks etc.
4. Any embarrassing information (like the manager left the room in tears.)

**(c) Who Writes the Minutes of Meeting and How?**

Meeting minutes are usually written by a designated person or may be a typist, court recorder or secretary, who may use shorthand notes to maintain speed with the flow of the meeting. Alternatively the meeting can be audio recorded or video recorded, with minutes prepared later. This recording also serve as the record and it may be used to set down the information of the meeting minutes template at a later time.

**(d) Tips for Writing Minutes**

1. The minutes should be terse and concise. It should only include the summary of the discussion and decision. A verbatim minutes is typically not useful.
2. Make sure that all essentials are noted, such as type of meeting, name of the company, date, time and location of the meeting, etc.
3. Formulate an outline of the minutes on the basis of the agenda and minutes of the last meeting on the same topic ahead of the time.
4. Avoid recording every single comment or dialogue of the meeting. Rather concentrate on getting the general picture of the discussion and again summarize later on. Do not forget that minutes are the official record of what happened not what was said at a meeting.
5. Use what device you can conveniently use, a notepad, a laptop, a tape recorder or shorthand pad.
6. Make a map of seating arrangement so that you can conveniently record the important comments of all people. Make sure to ask for introductions of unfamiliar people.
7. Be prepared. Thoroughly study the issues to be discussed and ask for clarifications ahead of time.
8. Circulate a sheet of paper for attendees to sign so that you easily list out the name of the attendees. If the meeting is an open one or has a large number of people, write down only those names who have the voting rights.
9. Note down who arrived late or left early so that these people can be briefed on what they missed.
10. Write the topics in the order they are discussed.
11. Follow the layout used in the previous meeting.
12. Type the minutes as soon as possible after the meeting as memory of everything is still fresh in your mind.
13. Proofread the minutes before submitting them.
14. Write 'SUBMITTED BY' and then sign with your name with date.

**(e) Format of Minutes of Meeting**

Name and address of Organization: \_\_\_\_\_

Purpose and subject of Meeting: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Members in attendance: \_\_\_\_\_

Members not in attendance: \_\_\_\_\_

Topic	Discussion	Action	Person/s Responsible
1.			
2.			

**PREPARED & SUBMITTED BY:**