GEPM 445
Engineering Ethics and Professional Practices



Professional/Business Meeting

What we discussed in last class?

- **Definition** of Professional Practices and professional communication.
- **Professionalism in work place**
- **Ethics & laws**
- **Communications and its importance**
- **Project & Project Proposal**

What are going to discuss?

- What is a Professional meeting/conference?
- **Why meeting is necessary?**
- Face to face meeting.
- **Reasons for the decision of meeting**.
- Reasons for Professional Meeting
- **Planning consideration.**
- **Tasks to be performed when planning of a meeting**.
- **Meeting Room arrangement.**
- Main steps to conduct a professional meeting

What is a Meeting?

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



Why meetings are necessary in Project/Business? CCASSM

- To **coordinate** individual efforts.
- To **collaborate** on joint projects.
- To **acquire support** for ideas
- To **sell** ideas.
- To **solve problems** collectively
- To **make consensus based decisions**

Importance of Face-to-face meetings:

- **Bond teams** together
- **People** (who attended meeting) **feels more inspired**
- **Bring out the best in people**
- **Breakthrough thinking**
- **Build stronger** business **relationships**

Questions to be asked/Points to be considered for the Decision Arrange/Attend a Meeting

- **Why I am scheduling or attending** this meeting**?**
  (Reasons)

- **What information** will be exchanged or decisions made?
  (discussion points)

- **Who will be attending** that I need to meet or gain their support?
  (**attendees**)

- What do I want **to accomplish or gain?**
  (Result/outcome)

Reasons for Attending Meeting:

- To **convey information** to a group
- To **solicit information** from a group
- To **answers questions**
- To **participate in group decision** making
- To **brainstorm** ideas
- To **solve** problems
- To **network**
- To **sell** an idea, product, or service
- To **show or provide** support for others

Planning consideration for an Effective Business Meeting:

- Set clear, concise & measureable **meeting objectives.**
- Ensure your **meeting objective is tied to business objectives** and that the meeting is necessary.
- Consider a **meeting location – the** size of the room, number of attendees, shape of meeting room.
- Understand what your **meeting facilities offers, contractual obligations** and **inclusions**.
- Determine an **invitees list –** invite only necessary attendees
- Include relevant **contact detail** in your list
- Create (and follow) a meeting **agenda**
- Following the meeting**, evaluate** its effectiveness, **tie back** to your meeting objectives

Tasks to be performed when planning of a Meeting.

Task may differ from meeting to meeting, **you** are likely **responsible for the following aspects:**

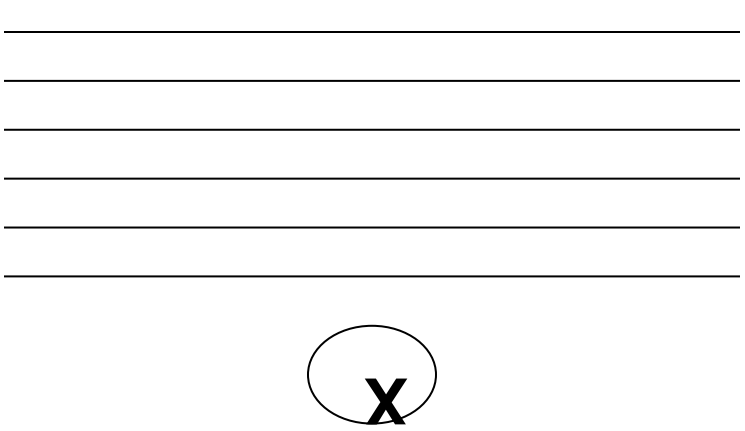
- **Location** and site selection
- Overnight **accommodations**
- **Travel** arrangements
- **Catering**
- **Invitations and agenda**
- Audiovisual **equipment**
- **Speakers and entertainment**
- **Recreational activities**
- **Decorations**
- **Printing**
- **Gifts and award**

Meeting Room Arrangements

Theater Style

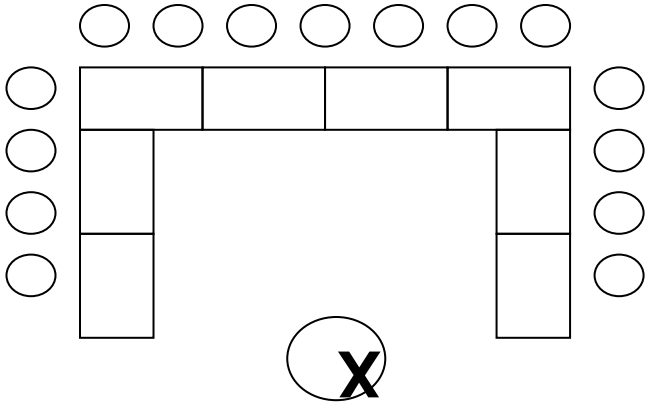
- Leader has **great power** by **position**
- Participation and interruption by audience is **limited**





U-Shaped Style

- **Equality** of membership
- **No doubt of who the leader is?**
- **Good visibility** for visual aids

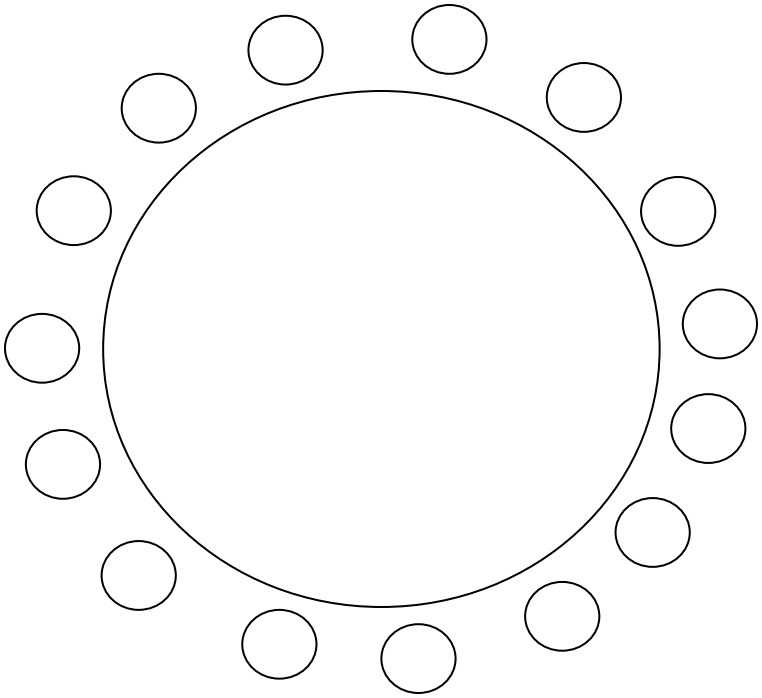




Circle Style

- **Democratic:** equality is stressed
- Great **visibility** by participants
- **Obvious body language**
- **Excellent participation**





Main Steps to Conduct a Business/Professional Meeting:

- **Notice for a Meeting**
- **Preparation of Agenda**.
- **Record Minutes of Meeting**

Notice for a Meeting

- Every organization has **prescribed notice period.**
- Notice must be **sent** to all members
- **Day, date, time and place of the meeting and the business to be transacted** should be mentioned
- **Items of business** may be mentioned **(agenda)**

Example of Notice

XYZ Enterprise Ltd
House No. 32 Road No. 36
Gulshan, Dhaka

Address

10 Feb 2018 (Date and File number)

NOTICE (Head lines)

The 1st Technical Committee meeting will be held at the main office conference room at 10.30 am on 27 Feb 2018. (Meeting, venue, date & Time)

The agenda is attached. (Additional Information)

To: All Directors (Concerned Persons) **XXXXXXXXXXX**

Secretary (Signed by)

Different parts of a Notice for a meeting:

- **Address**
- **Date and File Number**
- **Headline**
- **Main Text (**Meeting, venue, date, time etc.)
- **Additional Information**
- **Concerned Persons**
- **Signature (Secretary)**

Agenda:

Outline of items **to be discu**ssed and **tasks to be accomplished** during a meeting are included in the **Agenda**.

Importance of Agenda of a Meeting:

- An organizational **tool**.
- **Helps members** to prepare for a meeting.
- Time management **tool.**
- **Provides a measure** of success.

Example of Agenda

XYZ Enterprise Ltd
House No. 32 Road No. 36
Gulshan, Dhaka

Address

10 Feb 2018 (Date & File number)

Agenda for the 1st Technical Committee meeting to be held at the main office conference room at 10.30 am on 27 Feb 2018 (Agenda, type of Meeting, venue, time and date)

Topics

Ser	Item	Time	Resp
1.	Confirmation of the minutes of the last meeting	10.30-11.00	All
2.	Presentation on the Induction of new equipment	11.00-11.30	Dir, Tech
3.	Supervision of the existing projects	11.30-11.50	Dir, Project
4.	Technical feasibility report of the project xxxxxxx	12.20-12.50	Manager, Project
5.	Financial estimation for purchasing new equipment	12.50-13.20	Dir, Finance
6.	Date for the next meeting	13.20-13.30	All
7.	Any other business	13.30-14.00	All

To: **(attendees)**
XXXXXXXXXXXX (Signature)
Secretary

Different parts of an Agenda for a meeting:

- **Address**
- **Date and File Number**
- **Main Text** (**Agenda, type of Meeting, venue, time and date).**
- **Topics to be discussed** (Ser. Items, Time and Responsibilities)
- **Attendees**
- **Signature** (Secretary)

What are minutes?

- **Short notes taken** to provide **a record** of a conference or a meeting
- **Permanent and formal record** of what happened.
- **Summary** of discussion and **action** items

Summary of Discussion and Action Taken:

Minutes of meeting help to find out

- **What was discussed in** a meeting
- **Who were involved** in the discussion
- If the meeting was efficient, and **progress achieved**
- **Responsibilities** for implementing certain actions
- **Deadlines**

Important Points of Minutes

- Minutes are generally **written** **by secretary.**

- Minutes become **final** **only when they have been read in the next meeting**, **approved** by members and **signed by chairman**.

- **Note of Dissent:** A member who holds a different opinion may insist to include in records.

XYZ Enterprise Ltd
House No. 32 Road No. 36
Gulshan, Dhaka

Address

29 February 20 (Date & File number)

Minutes of the 1st Technical Committee meeting held at the main office conference room at 10.30 am on 27 Feb 2020. (Minute, meeting held, venue, date, time)

Present: (Attendees)

Mr. aaaaa - Chairman
Mr. bbbbb - Director, Tech
Mr. cccccc - Director, Finance
Mr. ddddd - Manager, Project

In Attendance: xxxxxxxx,
Secretary

Serial No.	**Subject of Minutes**	**Details of Minutes**
1.	Confirmation of the minutes of the last meeting	The minutes of the last meeting held in 10 November 2019 was approved by the board and signed by the Chairman. **(previous Meeting)**

(Proceedings as per Agenda)

XXXXXXXXXXXX**(sig)**
Secretary

To: **All Concerned**

Different parts of a Minutes for a meeting:

- **Address**
- **Date and File Number**
- **Main Text** (**Meeting held, venue, time and date).**
- **Attendees**
- **Previous Meeting to discussed for approval**
- **Discussion as per agenda**
- **Signature** (Secretary)

What we have discussed?

- What is a Professional meeting/conference?
- **Why meeting is necessary?**
- Face to face meeting.
- **Questions to be asked for the decision of meeting**.
- Meeting May be for at least one of the following reason.
- **Planning consideration.**
- Tasks to be performed when planning of a meeting.
- **Meeting Room arrangement.**
- Main steps to conduct a professional meeting

Thank You