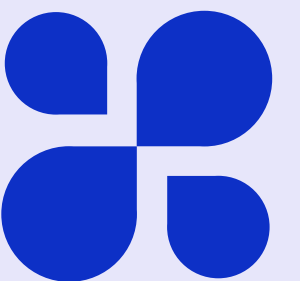


# Meeting Planning

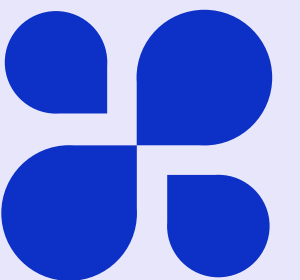
Minute & Agenda





# Topics

Meeting Planning  
Meeting Minuting  
Meeting Agenda





# What Will We Learn?

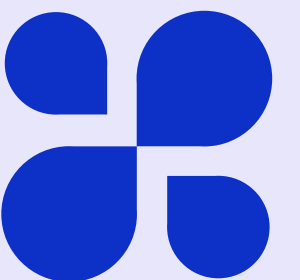


What is meeting planning, and why is it important?

Is there any difference between meeting planning, minuting and agenda? Or are they all just the same?

How to take meeting minutes.  
How to make meeting agenda.

Best practices to planning, minuting and agenda.



# What is meeting Planning?

A meeting plan clearly establishes what needs to be done before, during and after a meeting.



# Why is meeting planning important?

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A great vehicle for delivering information.

Ensures everyone is on the same page.

It builds bond among team members?



Proper documentation.

Is there a difference  
between meeting  
planning, minuting  
& agenda?

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# What is meeting minuting?

Meeting minutes are notes taken during meetings. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken.

# What is meeting agenda?

A meeting agenda is a list of meeting activities in the order in which they are to be taken up.





# Meeting Planning Steps



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Determine the purpose of the meeting.

Set the goals and create an agenda.

Identify Who should attend the meeting

Schedule meeting.  
Send out calendar invitation.  
Prepare materials



# Tips on how to take meeting minutes & agendas.



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Choose a note taking method that works for you.

Dont write everything verbatim.

Use a note taking template.

Have a recorder if needed.

Highlight important points.

Dont be afraid to clarify or ask questions where necessary.

Share your meeting notes with all attendees.



# Summary

A meeting planning is a wholistic view on what is entailed in a setting up a meeting. Minuting and agendas all come into meeting planning.



**Thank you!**