



Daily Jump Start Five-minute meeting stand-up meeting

Held at the start of every day Daily schedules and activities shared Conducted standing up Administrative matters ONLY Never cancelled

Weekly Operational Review

60-90 minutes long Budgets, dollars, graphs, charts, project plans, and milestones Weekly activities and metrics reviewed Tactical obstacles and issues resolved Does not include administrative or strategic discussions

Monthly Planning

Maybe 90 minutes to two hours long Big-picture, visionary, product ideas; creative endeavors Critical issues affecting long-term success discussed, analyzed, brainstormed, and decided on

Strategic Off-site Strategy

industry trends, competitive landscape, key personnel, team development reviewed Held outside the office to avoid distractions

Annual Alignment Team-building

initiatives Visions reinforced Marketing campaigns presented Products and company image promoted

FACILITATOR OR CHAIRMAN

someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion

TOPIC LEADER / PRESENTER

he or she is another manager or employee who will provide the facilitator with key information about a specific topic for the agenda. 5

MINUTE TAKER / RECORDER

he or she captures the essence of what was discussed at the meeting. He/she does not record conversations word for word. He doesn't need to know the name of all participants.



TIMEKEEPER

he or she supports the meeting by keeping track of time and keeping the meeting on schedule

FULL TIME PARTICIPANTS

those who have to stay the whole meeting.

PART TIME PARTICIPANTS

are those who do not stay the whole meeting. They can stay only during their presentation of a particular item.

MINUTES

also known as protocols or, informally, notes, are the instant written record of a meeting or hearing

AGENDA

A list or program of things to be done or considered; it is a plan of the meeting

VOTING

is a very common way of reaching a decision peacefully

Open/ Public voting

voting methods include raising a hand to indicate a vote

Close/ Secret voting

The most basic form may be blank pieces of paper, upon which each voter writes only his or her choice. Without revealing the votes to anyone, the voter would fold the ballot paper and place it into a sealed box, which is emptied later for counting.



A quorum

is the minimum number of members who are about to vote

BALLOT

a system of voting secretly and in writing on a particular issue.

BALLOT BOX

a sealed box into which voters put completed ballot papers.

DEFINE

to state precisely the meaning of (words, terms, etc)

DEVELOP

to elaborate or work out in detail

DETERMINE

to settle or decide (a dispute, question, etc.) by an authoritative or conclusive decision

OBJECTIVE

something that one's efforts or actions are intended to attain or accomplish;
purpose; goal; target:

ATTENDEES

a person who is present at a specific time or place:



SCHEDULE

a series of things to be done or of events to occur at or during a particular time or period:

SMALL TALK

light conversation; chitchat.