

## **PART III: TEAM MEETINGS**

Your team will be required to meet to coordinate this project . Although there may be more than three meetings, your team will be responsible for putting together meeting agendas and meeting minutes for a minimum of three meetings. If your team decides to complete more than three agendas and minutes, they will count as extra credit. NOTE: These meetings can be face-to-face or telephone conferencing.

### **TEAM MEETING GUIDELINES**

Once you determine the meeting dates, each person in the group should take on a role as indicated below. NOTE: You MUST rotate the roles below so that all students in the group can participate. Information on conducting a meeting is located in the textbook in Chapter 10. Once the facilitator/leader is determined, it is their responsibility to set an agenda of what will be discussed at the meeting.

#### **1. Facilitator/Leader**

- Creates an Agenda (prior to meeting and sent to all team members)(refer to Chapter 10)
- Gets the task at hand or project started
- Keeps group focused on the purpose
- Keeps meeting running smoothly
- Keeps members on task

#### **2. Recordkeeper**

- Keeps a recording of the meeting (for the formal minutes)
- Participates in discussion
- Creates the meeting minutes using the proper format (refer to Chapter 9)

#### **3. Timekeeper**

- Keeps track of time during the meeting
- Helps facilitator keep meeting on track
- Ends meeting on time

#### **4. Encourager**

- Makes sure that all members are participating
- Helps members deal with conflicts

When the roles have been determined, the meetings will need to have some order. The protocol for Parliamentary Procedure (based on Roberts Rules of Order) is as follows:

#### **Running Meetings**

1. Call meeting to order (be sure to indicate time began).
2. Read minutes of last meeting.
3. Listen to reports of officers (updates of the members/officers beginning with treasurer , if applicable).
4. If committees, listen to committee reports.
5. Consider old business (what has been done since last meeting).
6. Entertain new business (what needs to be done in the future).
7. Adjourn meeting (be sure to indicate time).

**Making Decisions**

1. The facilitator/leader (usually chair or president) entertains new business in the form of main motion.
2. Member seconds main motion.
3. Main motion is debated with members controlling discussion.
4. Facilitator/leader (chair or president) calls for a vote.
5. Motion passes or is defeated (each member states “yeh” or “nay” or “abstains” from making a vote).

**Protecting Individual Rights**

1. Appoint a knowledgeable, objective parliamentarian to enforce the rules.
2. Rise to a point of information if you do not understand discussion at hand.
3. Rise to a point of parliamentary inquiry to ask the parliamentarian about correct procedures.
4. Call for a division of the house if a voice vote is unclear.
5. Appeal the decision of the chair (facilitator) and ask members to vote on whether the chair (facilitator) is right.

**EXPECTATIONS FOR AGENDA AND MINUTES**

**For EACH meeting, there MUST be an agenda and a formal copy of the meeting minutes. These will need to be submitted on the due date indicated on the syllabus.**

**Agenda**

1. Specify date, place, starting time, and ending time.
2. Provide a statement of overall mission and purpose of the meeting.
3. Identify who will attend.
4. List the topics to be covered.
5. Identify the approximate amount of time for each topic.
6. Identify the pre-meeting action or reading expected of each member.
7. Distribute the agenda at least a week ahead of time.

**Minutes**

1. Provide date, time, and location of the meeting.
2. Maintain an objective tone (no editorializing).
3. Summarize when possible.
4. Express motions and amendments precisely.
5. Record time of adjournment, and if appropriate, the time of the next meeting.

**Preparing the Minutes**

1. After EACH meeting has been completed, a person in the group will need to draft the minutes of what was discussed. NOTE: Your team will probably want to rotate this responsibility to different members of the group so that individuals will be able to participate.
2. You will probably want to place the minutes on Google Docs so that everyone in the group can review them prior to sending the final copy.
3. Once all team members have reviewed and approved the draft copy of the minutes, the original creator of the minutes should distribute a copy to each member.
4. On the due date, your group will need to submit three (3) copies of agenda and minutes for the three (3) team meetings that have been conducted.