

TASK 3: CONVENE A COMPANY MEETING

Objectives n

Students are able to:

- Convene a meeting with procedures

Introduction Pendahuluan

Company meetings roles as a medium where departments may share information, coordinate and synchronize to each other in order to stipulate any decision, determine new target, and solve problems for the company’s sustainability.

Instrument and Material Preparation

- Laptop/ Computer
- Internet network

Activities

No	Activities	Duration
1	<p>Direct the CEO to conduct monthly meeting in order to figure out the development and obstacles by each departments. Such meeting may use the provided meeting table or be conducted by arranging table and chair in a “U” shape. The latter should concern about the following things:</p> <ul style="list-style-type: none"> ▪ CEO will start and lead the meeting, read the meeting agenda as well as available time limit. CEO will maintain the situation so that the meeting will run in provided time. ▪ Each department should prepare its recording on development and obstacles. Such recording should be delivered clearly and briefly. ▪ Administration department record all important matters during the meeting including meeting date, participants, decision and further measure. Example of minutes of meeting may be accessed in VCI Portal. 	60’
2	<p>The minutes of meeting, which is approved by the CEO, should be sent to each department’s email.</p>	10’

Output

- Minutes of company meeting

Internet Activities

- Visit <https://www.mindtools.com/CommSkill/RunningMeetings.htm> to read guidelines of effective meeting.
- Visit Portal for example of minutes of meeting.