**Setting Up a Meeting**

**Instructions:** You are starting a new project and would like to conduct a meeting with teammembers to introduce the new project idea. Below is a copy of the agenda for your first meeting.

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| **Agenda**  **Date: (Tomorrow’s date)**  **Time: 8:30 a.m. – 9:30 a.m.**  **Location: Small conference room**   1. **Presentation: Background to the project, aims, scope** 2. **Questions and answers** 3. **Brainstorming: ideas for the launch event** 4. **Action points** 5. **Schedule for next month’s meeting** |

**Instructions:**

1. In pairs, plan a large meeting involving people from several departments. First, decide what your meeting will be about. You can use the below ideas to help:
   * Introduction of a new project
   * The role of your organization
   * Who are you going to invite and why do you need them there
2. When you have a strong idea about the purpose of your meeting, write one or two memos or emails to set up the meeting and invite participants.
3. Create an agenda for the meeting.
4. In groups of four, each of you will spend about five minutes managing the meeting you planned.
5. Explain the background to your meeting to the other people in you group.
6. Get the meeting started and try to manage the problems that arise.
7. Other students in the group will make sure there are a few, minor problems, such as:
   1. Questions that are not on topic
   2. Interruptions before somebody has finished an important point
   3. Participants who don’t what to get involved
   4. Too many ideas at the same time

*(\*\*However, don’t make it too difficult for the one in charge\*\*)*