



# Agenda

Business Communication

Prof. Belfakir

# The Agenda

- ◆
- ◆ The agenda provides an outline for the meeting. It contains important information such as:
  - topics for discussion
  - presenter or discussion leader for each topic
  - time allotment for each topic
- ◆ The agenda provides a focus for the meeting (the objective of the meeting must be clearly stated in the agenda)
- ◆ The agenda can be used as a checklist to ensure that all information is covered

# AGENDA

[Meeting title]

[Date]

[Time] - [Time]

Meeting called by

[Name]

Attendees:

[Attendee list]

Please read:

[Reading list]

Please bring:

[Supplies list]

[Time] - [Time]

**[Activity]**

[Location]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Time] - [Time]

**[Activity]**

[Location]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Time] - [Time]

**[Activity]**

[Location]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Time] - [Time]

**[Activity]**

[Location]

[Line item] | [Presenter]

[Line item] | [Presenter]

[Line item] | [Presenter]

## Additional Instructions:

[Use this section for additional instructions, comments, or directions.]

◆  
**Communication council  
 Ordinary Meeting**

**July 12, 2015  
 3:00pm – 5:00pm**

**Meeting called by: Mrs. Amanda Robbins**

**Attendees list council members**

**Please read: proposed cost-cutting projects drafts (available in the HR dept)**

**Please bring: laptops, projects list for the year 2014**

|              |   |                        |             |                   |
|--------------|---|------------------------|-------------|-------------------|
| 15:00- 15:35 | Opening   |                        | Chair       | Conference Room 2 |
|              | Reading & approval of<br>last meeting's minutes |                        | J. Walsh    | Conference Room 2 |
| 15:35-16:00  |   | Employee travel Budget | Mr. Johnson | Projection R1     |
| 4:00- 4: 10  | Break   |                        |             |                   |
| 4:10- 4:20   | discussion                                      | All                    |             | Conference Room 2 |
| 4:30- 4:45   | Q/A   |                        | All         | Conference Room 2 |
| 4:45- 4-50   | AOB   |                        | All         | Conference Room 2 |
| 4:55         | Announcements                                   |                        | secretary   | Conference Room 2 |
| 5:00         | closure   |                        | Chair       | Conference Room 2 |

**Additional instruction:**

**Make every effort to attend.**

**If you have any suggestions please make sure you note them down and submit them to the council members.**

## Publications committee extraordinary Meeting

May 10, 2016

9:00am – 10:00am

Meeting called by:

~~Board of editors~~

Attendees list

committee members

Please read:

minutes of last meeting

|            |   |                       |              |
|------------|---|-----------------------|--------------|
| 9:00- 9:20 | welcome & opening comments                      | Chair                 | Meeting Room |
|            | Reading & approval of<br>last meeting's minutes | All                   | Meeting Room |
| 9:20- 9:30 | List of proposals for publication               | All                   | Meeting Room |
| 9:30- 9:45 | decision about the final list                   | All                   | Meeting Room |
| 9:45- 9-50 | AOB   | All                   | Meeting Room |
| 9:55       | Announcements                                   | Reporter Meeting Room |              |
| 10:00      | closure   | Chair                 | Meeting Room |

**Additional instruction:**

**Make every effort to attend.**

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# Draw the agenda for the following

- ◆ A meeting will be held by the management committee on April 24, 2016 in the conference room of Hotel *Le Grand* from 10:00 am to 12:30 am to discuss matters related to the annual results of the investment in mobile technology .

# Attendees

- ◆ Invited to the meeting are:
- ◆ Mrs. Camille Grammer, CEO
- ◆ Mrs. Kyle, Jackson Assistant to CEO
- ◆ Mr. Manu Fyol                      IT manager
- ◆ Miss Sophie Robhead              Finance manager
- ◆ Miss Kate Halle Education and  
Development  
program manager

# Matters to be discussed

- ◆ Review and approve last year's results of mobile technology projects
- ◆ Recruitment of new mobile technology specialists.
- ◆ Discussions of these matters.



# Requirements

- ◆ Attendees have to read the minutes of the last meeting before the next one.
- ◆ Attendees have to organise brainstorming sessions with their teams and bring their proposals to the meeting.