

# OFFICE PROCEDURES

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## Chapter 13: Planning & Organizing Meetings

# Types of meetings

- Staff meetings
- Customer/Client meetings
- Board of Directors meetings
- Committee meetings
- Team meetings
- Dinner/Lunch meetings



# Types of meetings...

- Face-to-Face meetings
- Video-conferences
  - Skype, WebEx, GoToMeeting



# Planning a meeting

- Select the room



# Planning a meeting

- Choose the best seating arrangement

**ROUNDS**



**THEATRE**

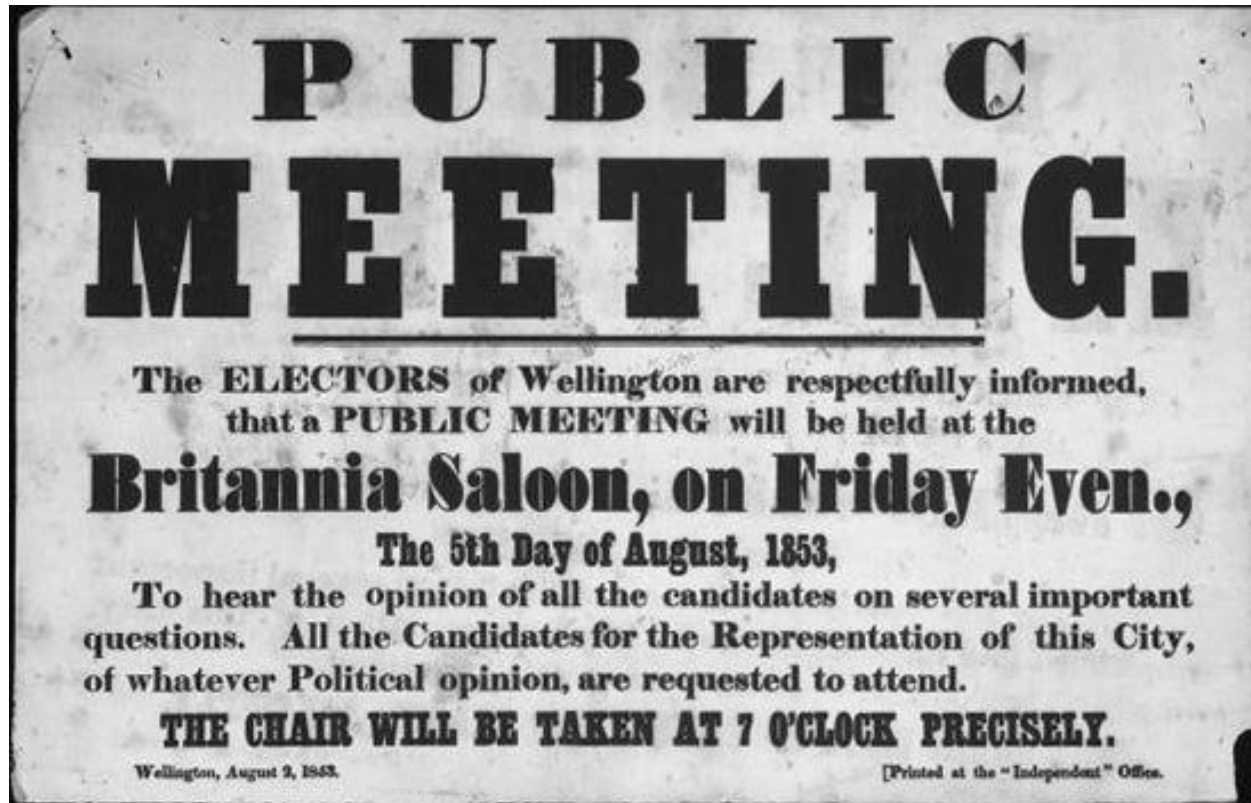


**CLASSROOM**



# Planning a meeting

- Send out the meeting notice



**PUBLIC  
MEETING.**

The **ELECTORS** of Wellington are respectfully informed,  
that a **PUBLIC MEETING** will be held at the  
**Britannia Saloon, on Friday Even.,**  
**The 5th Day of August, 1853,**  
To hear the opinion of all the candidates on several important  
questions. All the Candidates for the Representation of this City,  
of whatever Political opinion, are requested to attend.  
**THE CHAIR WILL BE TAKEN AT 7 O'CLOCK PRECISELY.**

Wellington, August 2, 1853. [Printed at the "Independent" Office.]

# Planning a meeting

- Set the agenda



Mid-Missouri's Premiere Macintosh User Group  
P.O. Box 104413, Jefferson City, MO 65110-4413

Discussion Forum: [aj\\_q@yahoogroups.com](mailto:aj_q@yahoogroups.com)  
WEBSITE: <http://www.applejac.org>

**Capitol Eye Care: Mac in Business**  
held at 1705 Christy Drive, #101 Jefferson City, MO

## Agenda

June 3, 2008

- 7:00 pm **I. Introductions**  
A. Introduce yourself and your guests (*Sue Snell*)  
B. Gather member "tear offs" for drawing (*everyone*)
- 7:05 pm **II. Part I: Mac in Business**  
A. Ophthalmology Practice: Macs at Work (*Matthew Lewis, MD*)  
B. Non-techie Dimensions: Ease of Use (*James Luetkemeyer, MD*)
- 8:00 pm **III. Great Break**  
(Refreshments and Prize Drawing)
- 8:10 pm **IV. Part II: Mac in Business**  
A. How Patients Benefit (*CEC Office Manager*)  
B. Questions & Answers (*everyone*)
- 8:55 pm **V. Other Information**  
A. General Questions & Answers (*ask the Mac gurus*)  
B. Other (*Sue*)  
C. Next Mtg: **Tuesday, July 1, 2008**  
**Mac FixIt & Leopard . . . Trinity School Cafeteria**
- 9:00 pm **VI. Wrap Up**

Future Meeting Topic Suggestion

tear off and submit for drawing



name (one entry per membership)

appleJAC members only, please



# Planning a meeting

- Prepare any necessary materials & equipment





# Planning a meeting

- Arrange meals / beverages



# During the meeting

- Follow the agenda
  - *Robert's Rules of Order*
- Manage time
  - Stay on schedule
- Take the minutes (record the meeting)

# After the meeting

- Prepare the minutes
  - Type the minutes in an easy-to-read format
- Distribute the minutes
  - Send out by mail or email

End