

7 Lecture - MGT211

Important Subjective

1. **What is a meeting?**

Answer: A meeting is a gathering of people who come together to discuss a specific topic or agenda.

2. **What are the purposes of a meeting?**

Answer: Meetings can be held for various purposes such as decision-making, problem-solving, brainstorming, planning, or providing updates.

3. **What are the different types of meetings?**

Answer: The different types of meetings include face-to-face meetings, teleconferences, video conferences, and webinars.

4. **What is an agenda in a meeting?**

Answer: An agenda is a list of topics or items to be discussed during a meeting.

5. **Who is responsible for leading a meeting?**

Answer: The person who called the meeting or designated leader is responsible for leading the meeting.

6. **What is the importance of taking minutes in a meeting?**

Answer: The minutes document the discussion and decisions made during the meeting, serving as a record of what was discussed and agreed upon.

7. **What is the recommended length of a meeting?**

Answer: The recommended length of a meeting is typically 30 minutes to 1 hour.

8. **How can participants prepare for a meeting?**

Answer: Participants can prepare for a meeting by reviewing the agenda, gathering necessary information, and being on time.

9. **What is the recommended follow-up action after a meeting?**

Answer: The recommended follow-up action after a meeting is to distribute minutes, assign action items, and set a date for the next meeting.

10. **How can meetings be made more effective?**

Answer: Meetings can be made more effective by having a clear agenda, staying focused on the topic, encouraging participation, and following up on action items.