# 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.