



Excerpt from **Successful Minute Taking - Meeting the Challenge**, by Heather Baker,

For more details see [www.UoLearn.com/minutesofmeetings/minutesofmeetings.html](http://www.UoLearn.com/minutesofmeetings/minutesofmeetings.html)

## What types of meetings are there?

### ➤ **Annual General Meeting (AGM)**

A meeting held every year to inform an organisation's members of previous and future activities. This meeting is often required by law or the constitution or charter of an organisation. Directors and auditors may be appointed.

### ➤ **Extraordinary General Meeting**

As above, but set up for a specific, usually very important, reason.

### ➤ **Board meetings**

A management meeting involving the board of directors of an organisation.

### ➤ **Committee meetings**

A meeting of a group set up from a larger group to manage specific issues.

### ➤ **Senior management meetings**

A meeting of senior members of an organisation, but not including the board of directors.

### ➤ **Departmental meetings**

A meeting of the staff in a department for planning, discussion and reporting.

### ➤ **Staff meetings**

A meeting of all the staff from part of an organisation.

### ➤ **Middle management meetings**

A meeting of staff who don't take part in board or senior management meetings and usually these meetings don't include junior staff.

### ➤ **Working parties/Project groups**

A meeting of people nominated to work on a specific task or project.

### ➤ **Steering meeting**

Meeting of a group that take an overview of a project. Not just the project team, this group may include senior members of staff and external people to help give a different viewpoint.

### ➤ **Team briefings**

A meeting for the supervisor or manager of a team to delegate tasks, discuss team issues and motivate the staff.

### ➤ **Exam board**

Meeting to report and discuss results of examinations.

### ➤ **Disciplinary board**

Special group to decide on action relating to an incident.

Also casual meetings on trains, in lifts, indeed any opportunity for a discussion.