Formative Assessment 2

Hold a thirty-minute meeting on the subject of managing meetings. Participants must prepare in advance and contribute constructively to the meeting. Some members of the group must observe the meeting and judge each person on their contribution.

* Select a chairman
* Select a secretary
* Draw up an agenda and circulate among the members
* Conduct the meeting. Al the members must take minutes

Once the meeting is over, participants will be asked to evaluate its success according to the following questions:.

* Was the meeting really necessary?
* Did everyone contribute to the meeting?
* Were decisions made?
* Was the procedure for making decisions followed?
* Did the meeting start on time?
* Did the meeting finish on time?
* What were the objectives of the meeting?
* Could individuals have been better prepared?
* What destructive forces were present during the meeting?
* Is everyone clear about the follow-up actions?
* Was an agenda circulated beforehand?
* Were the items on the agenda followed?
* Was an attendance register prepared?

In groups, compare the minutes of the meeting as written down by each member.