Office Professional Topics

Meeting Planning

Meeting Planning

Part 1. Meeting Research

Your supervisor, Lincoln Tyler, has asked that you investigate the costs of holding a one-day staff retreat at a local hotel. There will be 15 participants, and Mr. Tyler would like to have a continental breakfast and lunch. Contact of visit the websites of three hotels, and investigate the costs for the retreat. Prepare a memo that details the costs for Mr. Tyler. Include your recommendations.

Part 2. Meeting Planning:

Mr. Tyler has asked that you brainstorm and identify what needs to be done to plan the one-day retreat described in part 1. Mr. Tyler would like to start the retreat with a team bonding activity. Next, he would like to make a short PowerPoint presentation to review the current mission statement. Mr. Tyler would like participants to break into small groups and discuss the company’s strategic plan and its fit with the mission statement. The retreat will end with a large group discussion.

Create a meeting notice to the participants of the meeting from Part 1 and 2. (You will have to use the arrangements you recommended in the memo in Part 1)

Create a meeting agenda using the information from part 1 and 2

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| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | 0 |
| Meeting arrangement |  | Arrangements are appropriate for scenario | Arrangements are appropriate for scenario with minor errors | Arrangements are appropriate for scenario with major errors | Arrangements are not appropriate for scenario |
| Memo | All information from research is clear and complete with recommenda-tion | 80% of information from research is clear and complete with recommenda-tion | Information is appropriate for scenario with minor errors | Information is appropriate for scenario with major errors | Information is not appropriate for scenario |
| Agenda | All elements of meeting are included in the itinerary | Agenda is missing two items to make a complete itinerary | Agenda has all elements with minor errors | Agenda is missing three items and/or has major errors | Agenda is missing more than three items or errors impede comprehension |
| Meeting Notice |  | All information of meeting is clear ad complete in the notice | Notice has all information with minor errors | Notice is missing three items and/or has major errors | Notice is missing more than three items or errors impede comprehension |
| Organization  Agenda | Purposefully uses techniques/ formatting to organize information to aid comprehension | Uses techniques/ formatting 88% of document organize information to aid comprehension | Formatting techniques has minor errors and slightly disrupts  comprehension | Formatting techniques has major errors that disrupts comprehension | No formatting or errors impede comprehension |
| Language  Agenda | All parts uses clear and appropriate language for the audience and purpose | 88% of document is clear and appropriate language is used for the audience and purpose | Uses clear and appropriate language for the audience and purpose with minor errors | Uses clear and appropriate language for the audience and purpose with major errors | Language used impedes comprehension |
| Conventions  Agenda | No errors in grammar or other sentence structures | 1 – 3 errors in grammar or other sentence structures | 4 – 5 errors in grammar or other sentence structures | 6 – 7 errors in grammar or other sentence structures | More than 7 errors in grammar or other sentence structures |
| Organization  Memo/ Meeting Notice | Purposefully uses techniques/ formatting to organize information to aid comprehension | Uses techniques/ formatting in 80% to organize information to aid comprehension | Formatting techniques has minor errors and slightly disrupts  comprehension | Formatting techniques has major errors that disrupts comprehension | No formatting or errors impede comprehension |
| Language  Memo/ Meeting Notice | Document uses clear and appropriate language for the audience and purpose | 80% clear and appropriate language is used for the audience and purpose | Uses clear and appropriate language for the audience and purpose with minor errors | Uses clear and appropriate language for the audience and purpose with major errors | Language used impedes comprehension |
| Conventions  Memo/ Meeting Notice | No errors in grammar or other sentence structures | 1 – 3 errors in grammar or other sentence structures | 4 – 5 errors in grammar or other sentence structures | 6 – 7 errors in grammar or other sentence structures | More than 7 errors in grammar or other sentence structures |