

Methodological tool: Compose post meeting documentation

Number of methodological Tool	EUPA_LO_025_M_01
Work Area Code and Title	WA7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANIZATION AND EVENT MANAGEMENT
Unit Code and Title	2.14 Prepare for a routine meeting (including meeting documentation)
Learning Outcome Number and Title	LO025: Demonstrate the ability to produce drafts of all pre and post-meeting documentation before and after a routine meeting
Title of methodological tool	Compose post meeting documentation
Objective of the methodological tool	After the completion of this simulation the participants will be in a position to: a. Compose meeting minutes
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written Exercise <input checked="" type="checkbox"/> Role Play
Description of the exercise	The trainer selects three members of the group and provides them with a scenario for a meeting. The trainer also participates in the meeting and has the role of the facilitator. The rest of the learners have the role of the minutes' takers. After the end of the meeting, the learners, with the aid of laptops, compose and finalise their minutes. The different sets of minutes are provided to the participants participating in the meeting, and they are asked to identify those minutes that mostly reflect the meeting reality.
Exercise is accompanied by	1. A minutes template
Exercise solution	There is no right or wrong structure for minutes documents, provided that all necessary information is included. One minutes template provided by Microsoft Office is attached.
Other comments to the trainer	-