BUS 230: Business and Economics Research and Communication
Instructor: James Murray
Group Assignment: Minutes

Learning Objectives:

- Course LO6: Develop the ability to work productively with a team on a substantial project.

- CBA LO 1C: Use communication to work effectively with others in a business context

- CBA LO 1D: Use communication technologies and tools professionally and appropriately

- CBA LO 1E: Adapt communication style to diverse audiences

Purpose:
As part of the successful completion of your Research Project, you are required to submit minutes of your weekly meetings. The purpose of the assignment is to mimic a progress report which an employer might require during a research project. In this way it allows the instructor to follow each group's progress in a timely manner. Writing these minutes should also help track its own progress, stay on task, and be aware of the tasks all group members should be doing.

Because UW-La Crosse is a state-government institution, the faculty and staff are required by state law to record and make publically available most meeting minutes. As an example, you can find the *College of Business Assurance of Learning Task Force* meeting minutes on their website:

http://www.uwlax.edu/ba/AOL/AOL_minutes.htm

Directions: Minutes may be brief, they may be about 1 typed page, and include only the most important points in the meeting. These do not serve as a substitute for taking detailed notes in the meeting that will be useful for you as you work on your project. Minutes must be typed and be completely objective and professional. Government offices, organizations and businesses may prescribe a very specific format for minutes, but most include the elements described below in a numbered or outline format.

1. Heading: Identifies that these are minutes of your group meeting

2. Date and Location

3. List of group members present and those who are absent or excused

4. Who had the following tasks: discussion leader, secretary, skeptic, and participation coach.

5. Time the meeting is called to order, and by whom.

6. Vote to approve previous meeting's minutes. If there are changes, make the changes and approve the amended version.

7. Business: short bulleted list (no paragraph form please) of the most notable details of the meeting, such as accomplishments, tasks assigned to individuals, etc. Use complete sentences and summarize briefly discussions. This must be very professional and objective; it should not include personal feelings about the meeting.

8. List any breaches of contract.

9. Time the meeting is adjourned.

10. Date, time, and location for the next scheduled meeting.

Submission details:

- Weekly minutes must be typed and include, in order, all the information above.

- Minutes should be submitted for each week in which your group gets together to work on a project assignment. You should submit minutes within 48 hours of the meeting.

- Minutes are due once each week. If the team meets more than once during the week, you may create one document which reports the actions of both meetings, or you may submit two separate sets of minutes.

- Minutes should be submitted via email to every member in your group, with my email in the "cc", so that I can see everyone has obtained a copy. In addition, post the minutes to D2L in Dropbox.

- Name the document file for the minutes something that includes the date and the fact they are minutes so they can be easily referenced. For example, `minutes-2013-01-25.doc` would be an appropriate filename for minutes of a meeting that occurred on January 25, 2013.

- The task of writing and submitting the minutes must be rotated. Each team member is expected to take responsibility for the minutes at least twice during the semester.

Example Meeting Minutes:

BUS 230 Group 10 Project Meeting
Monday January 30, 2011; Library conference room

Present: June Bugg, Will Power, Shirley Ontime, Orin Jellow
Excused: Iona Ford

Assignments:

- Discussion leader: June Bugg

- Secretary: Will Power

- Skeptic: Shirley Ontime

- Participation coach: Orin Jellow

Meeting is called to order by June Bugg at 3:30 p.m.

1. Minutes of Monday, January 23 meeting were approved. 4 in favor, 0 oppose, 0 abstain.

2. The draft of the team contract was reviewed and minor edits were made. Iona will complete the final copy by Friday's class for us to sign.

3. Ideas for the project were brainstormed. These included: xx, xx, xx, xx, and xx. After much discussion, Orin suggested we choose two of these ideas to consider further. The group unanimously decided to consider the last two ideas: xx1 and xx2.

4. Each group member will look for previous research on these two topics, and communicate their findings via email by September 26 in preparation for the next meeting.

No breaches of contract.
Meeting is adjourned at 4:37 p.m.
Next meeting: September 27 at 3:30 at Wing Computer Lab. Topic for project will be finalized at this meeting.

Submitted by Will Power.