

IS406

MEETING REPORT

Observe a meeting and write a 2-page, typed, double-spaced paper discussing the following topics:

- Of the 4 types of meetings discussed in the text, which one typifies the one you attended? Give examples of how the type was evident and how well it worked.
- What roles did the participants of the meeting take? Were there “problem” participants? How were they handled?
- What was the point of the meeting? Was it accomplished? Was the meeting necessary?

It is preferable that you report on a meeting that you have attended recently. Such meetings include: staff or other work-related meetings, club, church or other social organization meetings, or even family meetings.

Please use APA format with at least 2 citations from an outside source and a reference list.