

Sample E-Mail Notice with Agenda

E-mail notice of meeting

From: Your Name and email address

Subject: Recycling Plan

Date: Date of your Presentation

To: Names of your group Members

Hello everyone,

At the last meeting of the Estates Committee Recycling Sub-group, we agreed that we should set-up a company recycling scheme to reduce our carbon footprint. The next meeting will be to examine how we can start to collect waste items, how we can pass them on to waste recycling companies and find out if we can raise any income from this. In preparation for the meeting, I'd like you all to research a particular waste product (see agenda below) and present your findings at the meeting.

The meeting will be on Tuesday 1 September in the Board Room at 14.30. The meeting is unlikely to last longer than 30 minutes.

Please let me know if you can attend and confirm which agenda item you will present. If there is anything else you would like me to add to the agenda, let me know.

Regards Jian

Agenda

Who: Estates Committee Recycling Sub-group Meeting 1

Date: September 2015

Where: Board Room

Time: 14:30

Planned Items:

- 1 Welcome
- 2 Minutes of last meeting
- 3 Matters arising
- 4 Paper recycling
- 5 Glass recycling
- 6 Plastic recycling
- 7 Aluminium and steel can recycling
- 8 Decision on how we should set up the United Logistics scheme
- 9 Any other Business
- 10 Date of next meeting

Sample Minutes

Recycling Sub-group Meeting: Location and time of meeting

Minutes of Meeting

Present: Names of everyone in your group

Apologies: None

	Agenda Item	Action
1	Welcome and apologies Jian welcomed everyone to the meeting. There were no apologies.	
2	Minutes of last meeting The minutes of the last meeting were agreed as accurate.	
3	Matters arising There were no matters arising.	
4	Atif: Paper Recycling Atif presented estimates for how much waste paper was generated by the company each week, broken down by department. He explained a number of options for collection but felt that local collectors who would pay 1.20 yuan per kilogram for waste newspapers and office paper would be best for the company. The resulting funds seemed small, but would add up to a worthwhile amount over a year.	
5	Jian: Glass Recycling Jian had conducted an informal audit of office bins each evening and talked to the office cleaners. He concluded that the amount of glass for recycling was too small to justify including it in the scheme. He presented a series of posters and notices that could be used to encourage staff to take waste glass home for domestic recycling.	
	Agenda Item	Action
6	Huan: Plastic Recycling Plastics are collected by a range of services from itinerant waste buyers through to large recycling companies. Huan recommended that we should deal with a local depot and gave us a list of depots and their rates for buying PET plastic.	

7	<p>James: Aluminium and steel can recycling</p> <p>James presented information about the benefits of recycling aluminum and steel cans and the natural resources that can be saved by recycling. He listed the different companies in the city who would pay for recycled cans.</p>	
8	<p>Decision on how we should set-up the United Logistics scheme</p> <p>After a detailed discussion it was agreed that the company should focus on paper from offices and plastics from the cafeteria. Huan and Atif agreed to prepare detailed proposals for the next meeting. They also agreed to find out if staff were in favour of donating any monies raised to charity.</p> <p>It was considered that there was not enough waste glass and cans from staff drinks' packaging to make office recycling worthwhile at this time. Jian and James should continue to monitor the amount of waste and do further calculations to be presented at the next meeting.</p>	<p>Atif Assif and Ma Huan to draft proposals for paper and plastics recycling scheme.</p> <p>Wang Jian and James Blair to calculate possible income from office recycling of bottles and cans.</p>
9	<p>Any Other Business</p> <p>There was no other business.</p>	
10	<p>Date of Next Meeting</p> <p>The next meeting was set for 6 October 2015.</p>	

Assessment Task 2 — Meeting

Sample completed assessor observation checklist — Meeting

HP75 47 — Communication: Business Communication			
Outcome 3 — Present and respond to complex oral information in a business context			
Learner's name	Wang Jian	Date of meeting	01/09/2015
Evidence Requirements			
The learner will provide evidence to demonstrate his/her knowledge and skills by showing that he/she can produce and respond to complex oral communication by planning and delivering an input of at least five minutes to a formal business-related event.			
Required standard	Achieved Y/N	Detailed observation / comment	
♦ Information contributed is complex, accurate and relevant to purpose and audience.	Yes	Jian used a few PowerPoint slides and presented notes on paper recycling.	
♦ Ideas are presented clearly and coherently.	Yes	Spoke clearly and audibly. Followed his numbered points but didn't read from his notes.	
♦ Structure is appropriate to purpose.	Yes	Structured exactly as the remit.	
♦ Evidence is provided to support points.	Yes	Gave everyone a sheet of notes with bullet points. Very detailed including sources of information.	
♦ Support materials enhance communication.	Yes	Both slides and sheet of notes helpful to rest of group. Slides had good impact.	
♦ Language, register and tone are used effectively and adapted to meet the needs of others.	Yes	Chose his words carefully. Formal register.	

♦ Responses to the contributions of others progress interaction.	Yes	Sat-up straight and made good eye contact with group members.
♦ Non-verbal skills promote and progress communication.	Yes	Good answers to the questions from others, and also asked a couple of interesting questions. Participated fully in the decision-making.
♦ Written records are to a professional standard.	Yes	See attached.
Assessment Achieved	Yes	
Assessor's signature:	<i>Sun Chan</i>	Date: