



---

## MEETING POLICY AND PROCEDURES

---

### Purpose

The purpose of this Meeting Policy and Procedure is to establish a structured and consistent approach to organising, conducting, and participating in meetings at Trendie. This policy aims to ensure that meetings are conducted efficiently, with clear objectives, and result in productive outcomes. It sets out expectations for all participants to contribute effectively to the success of meetings.

### Scope

This policy applies to all meetings held at Trendie, including internal meetings, client meetings, and meetings with external stakeholders. It covers in-person, virtual, and hybrid meetings, ensuring consistency and professionalism in all settings. The policy is applicable to all employees, regardless of their role or level within the organisation.

### Meeting Principles

- **Purposeful Meetings:**

Meetings must have a clear purpose and specific objectives. Each meeting should aim to facilitate decision-making, problem-solving, information sharing, or brainstorming. Meetings without a defined purpose or agenda should be avoided.

- **Preparation:**

Adequate preparation is crucial for a successful meeting. This includes preparing an agenda, distributing relevant documents beforehand, and ensuring that all participants are informed of the meeting's purpose and expected outcomes.

- **Punctuality and Time Management:**

Meetings should start and end on time. Participants are expected to arrive punctually and remain engaged throughout the meeting. Time should be managed effectively to ensure that all agenda items are covered within the allocated timeframe.



- **Participation and Engagement:**

All participants are expected to contribute actively to the meeting. This includes sharing ideas, providing feedback, and engaging in constructive discussions. Participants should listen respectfully to others and avoid dominating the conversation.

- **Clarity and Documentation:**

Meetings should result in clear outcomes and action items. Key points, decisions, and assigned tasks should be documented and circulated to all participants promptly after the meeting.

## Responsibilities

- **Meeting Organiser:**

The organiser is responsible for planning and facilitating the meeting. This includes setting the agenda, inviting relevant participants, arranging the meeting logistics, and ensuring that the meeting adheres to this policy.

- **Participants:**

All participants are expected to prepare for the meeting by reviewing the agenda and any pre-distributed materials. During the meeting, participants should engage actively and respectfully, contribute to discussions, and complete any assigned tasks within the agreed timeframe.

- **Minute Taker:**

The minute taker is responsible for accurately recording the meeting's proceedings. This includes documenting key points, decisions made, and action items. Minutes should be distributed to all participants within 48 hours of the meeting.

## Procedures

- **Scheduling Meetings:**

- Determine the need for a meeting and its objectives.
- Choose a suitable date and time, ensuring it is convenient for the majority of participants.



- Book a meeting room or arrange virtual meeting details as necessary.
- Send out meeting invitations at least five working days in advance, including the agenda and any pre-reading materials.
- **Preparing the Agenda:**
  - Draft a detailed agenda outlining the meeting's purpose, topics for discussion, and time allocated for each item.
  - Include any preparatory work required from participants, such as reviewing documents or preparing reports.
  - Distribute the agenda to all participants at least three days before the meeting.
- **Conducting the Meeting:**
  - Begin the meeting on time and review the agenda with participants.
  - Facilitate discussions in line with the agenda, encouraging input from all attendees.
  - Manage the meeting time effectively to ensure all topics are covered.
  - Summarise key points and decisions made during the meeting.
  - Identify action items and assign responsibilities, including deadlines for completion.
- **Recording Minutes:**
  - The minute taker should record the meeting's key points, decisions, and action items accurately.
  - Minutes should be concise and focus on the outcomes of discussions.
  - Review the minutes with the meeting organiser before distributing them to participants.



- **Post-Meeting Actions:**

- Distribute the minutes to all participants within 48 hours of the meeting.
- Follow up on action items and ensure tasks are completed within the agreed timeframe.
- Evaluate the meeting's effectiveness and gather feedback for future improvements.

## **Compliance and Enforcement**

Compliance with this Meeting Policy and Procedure is essential for maintaining efficiency and productivity within Trendie. Non-compliance may result in ineffective meetings, miscommunication, and a lack of progress on organisational objectives. Repeated failure to adhere to this policy may result in discussions with the employee's manager or HR department to identify areas for improvement.

## **Review and Updates**

This policy will be reviewed annually to ensure its effectiveness and relevance. Any updates or changes to the policy will be communicated to all employees. It is the responsibility of all staff to familiarise themselves with the most current version of the policy.

## **Implementation**

Training on this Meeting Policy and Procedure will be provided to all employees as part of their induction process. Refresher training will be conducted periodically to ensure ongoing compliance. The policy will be accessible to all staff via the company intranet and employee handbook.