

1. The key documentation you should circulate before the meeting is the agenda?

- A True  
 B False

2. The key documentation you should circulate after the meeting is the memo?

- A True  
 B False

3. Explain what might be included in the agenda and the minutes?

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4. The chairperson also takes the minutes of the meeting?

- A True  
 B False

5. Which is not a reason for being aware of who will be attending the meeting?

- A So you can select a note-taker  
 B An attendance list can be created  
 C Name badges can be made  
 D Special requirements can be considered  
 E So excuses can be given as a reason not to attend

6. Explain the role of different leadership styles in managing the meeting?

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7. The chairperson needs to work with the person taking the minutes to make sure that an accurate record is kept. Minutes need to be written up in line with the organisation's procedures, especially if there is a legal requirement to have a true representation of the points covered and agreed in the meeting?

- A True  
 B False

8. Explain the follow-up actions required by a manager?

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9. Which of these is not an example of an effective chairperson?

- A Takes ownership and is not be afraid of chairing the meeting
- B Is on time
- C Limits contributions
- D Is fair, but firm
- E Listens carefully