**Lesson7**

**Fill out 1.discussion 2.action items 3.information items**

**Question 1-4 150 words each**

Review the text box “Sample Meeting Agenda” on page 290 and “Making Meeting Agendas Useful” on page 291 of your textbook. Create an agenda to plan a business meeting with your classmates about the concepts covered in Lesson 7.

Meeting Agenda  
Meeting Goals:   
1.How to enhance group and team performance through group communication.  
2. Discuss brainstorming and silent brainstorming.  
3. Evaluate different scenarios to enhance performance in every group communication situation.

1. Discussion  
   A.   
   B.   
   C.
2. Action Items  
   A.   
   B.
3. Information Items   
   A..  
   B.
4. Copy and paste your agenda from the lesson here. Then, explain what leadership style you would implement in your business meeting and why.
5. Imagine you are writing a short email to another coworker regarding how to develop an effective agenda. Draft that email below. In your email, be sure to explain what it takes to write an effective agenda and all the parts that you should include. Make sure you provide examples for each section.
6. Based on the lesson, the textbook, and the creation of your agenda discuss what you think are the two most important strategies for keeping a group focused on its goals. Give specific examples.
7. One member of your group continues to pull the discussion off track, and he or she doesn't seem to be able to focus on the topics the agenda covers. As the group leader, what strategies would you use to keep the meeting on schedule? Give specific examples and utilize terminology from the lesson.