

**Name of the Faculty Member:** Dr. Mani Shreshtha

**Name of Activity:** Call a Meeting

**Name of Course/PAPER:** Business Communication

**Semester:** I/II

**Brief Description:** This is a role play based activity with a purpose to make the students aware about way of conducting a meeting. A team of three students is assigned the roles of chairperson, secretary, and assistant. The team is expected to call a meeting, check arrangements, and prepare all related documents such as notice of meeting, agenda for meeting, minutes of the meeting etc. Rest of the students act as a member and contribute with the inputs as per their role. Overall, call a meeting activity acts as a practice ground to improve oral and written communication skills alongside helps in understanding group dynamics.