

## HAVING A MEETING

**Mary:** Good morning everyone. I've called this meeting today to discuss the assignments regarding Project B. Sarah, can you please take the minutes of the meeting for me? Then later, you can send the minutes to everyone via email.

**Sarah:** Of course. I am ready.

**Mary:** Great! So let's get started. Project B has a deadline for 30 June 2021. This is a very important and urgent project that we need to get the ball rolling on soon. John, I would like you to be in charge of this project, and report to me weekly.

**John:** Yes, of course. Thank you for this opportunity.

**Mary:** I feel you will do a great job with handling the tasks of this project. Right! Michael, I want you to handle the marketing of this project. Remember that our target audience is aged 24-48 years.

**Michael:** Thank you. I will get started on that right away. I think speaking to the public using a questionnaire would be very beneficial for gaining insight into their preferences.

**Mary:** That sounds good. I have every confidence in you. Now for the design of this project. Lisa, I want you to come up with an appropriate design that will attract our audience. Collaborate with Michael on this one, so you can gain insight into what the client wants.

**Jill:** Thank you. I already have some ideas in mind. I can't wait to get started on this. Michael, I'll chat to you later on how we can collaborate with this.

**Michael:** Sure thing Jill. Come see me at lunch time today, then we can discuss our way forward.

**Jill:** Alright, I'll see you at lunch time today.

**Mary:** Wonderful! Thank you Michael for being on the ball with that. Now, I need someone to handle the production of this product. We need at least 10,000 of them ready by the deadline. Can I ask the two of you, Melany and Dylan to work together on this? Melany, you can deal with the costs and finances of producing this product within our budget, and Dylan, you can run the floor of the production.

**Dylan:** Yes, I would be happy to manage the floor operations in Production. I will have to make sure that we have everything we need to go ahead with this project first, though.

**Mary:** I am sure there won't be any problems with that.

**Melany:** Thank you. I look forward to working with Dylan on this. I am sure we will work well as a team.

**Mary:** Good! Then, I think I've covered everything we need to get started with Project B. You all have your assignments and know what to do. Remember that John is Project Manager here, so you all need to report back to him daily. If you have any questions about your assignments, you can go to him, and John will relay the information to me if necessary. Thank you everyone for coming today. I have a good feeling about this project and lots of faith in all of you to make it a success. Meeting is adjourned.