SOP: Meeting Request Initiation and Purpose Clarification

This SOP details the process for **meeting request initiation and purpose clarification**, including how to formally request a meeting, outlining clear objectives, specifying the agenda, defining participant roles, and setting expectations for outcomes. The purpose is to streamline communication, ensure all participants understand the meeting's intent, and enhance overall meeting effectiveness.

1. Scope

This SOP applies to all employees intending to schedule and conduct meetings within the organization.

2. Responsibilities

- **Meeting Initiator:** Initiate the request, clarify objectives, and prepare meeting details.
- **Participants:** Review meeting request and clarify doubts prior to the meeting.
- **Facilitator (if applicable):** Support agenda preparation and role assignment.

3. Procedure

1. **Meeting Request Initiation:**
   - Draft a formal meeting request via email or scheduling tool (e.g., Outlook, Google Calendar).
   - Specify proposed date, time, duration, and meeting mode (in-person, virtual).

2. **Purpose Clarification:**
   - State the reason for the meeting clearly and succinctly.
   - Describe the expected outcomes.

3. **Agenda Preparation:**
   - List agenda topics in bullet or numbered format.
   - Allocate time for each agenda item.

4. **Role Definition:**
   - Identify meeting roles (e.g., leader, note-taker, presenter) and assign as needed.

5. **Circulation:**
   - Share the meeting request, objectives, agenda, and roles with all participants at least 24 hours before the scheduled time.

6. **Confirmation and Clarification:**
   - Request acknowledgment from participants.
   - Address any questions or needed clarifications prior to the meeting.

4. Documentation

- Retain copies of meeting requests, agendas, participant confirmations, and any subsequent correspondence.

5. Related Documents

- Meeting Minutes SOP
- Internal Email Communication Policy

6. Review and Update

This SOP will be reviewed annually or as needed to ensure relevance and effectiveness.