

### ACTIVITY 3

#### SUMMARIZING A MEETING

**Description of video:** One lieutenant and his crew participate in a regularly scheduled crew meeting. The chairs are arranged around a round table offering face-to-face communications. The agenda items are first read by the lieutenant as an overview. The 30-minute time allocated is stated as basically fixed due to a scheduled crew change. The lieutenant goes through each of the items on the agenda.

[Click here to play video!](#)

Finish processing video by determining:

-Was the meeting informational? Decisional? Combination?

-Did officer control adequately?

-Should the officer have taken the phone call?