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**Methods and tools for knowledge management - Part 3:
Conference knowledge management**

知识管理方法和工具 第3部分：会议知识管理

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document is Part 3 of GB/T 41304 Knowledge Management Methods and Tools. GB/T 41304 has been published in the following parts.

- Part 1: Process knowledge management;
- Part 2: Design rational knowledge modeling;
- Part 3: Conference knowledge management;
- Part 4: Knowledge extraction;
- Part 5: Organizational knowledge management maturity assessment.

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

This document is submitted by the State Intellectual Property Office.

This document is under the jurisdiction of the National Technical Committee for Standardization of Knowledge Management (SAC/TC554).

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Introduction

Meetings are knowledge-intensive activities and platforms for the exchange of ideas and brainstorming. The meeting process is a process of knowledge creation, sharing and protection.

Meetings are also a common method and tool for communication, work arrangement, and knowledge sharing in organizations.

The identification, acquisition, storage, use and protection of conference knowledge are important contents of organizational knowledge management.

The extensive application of digital, network and intelligent technologies, meeting schedule, contact management, meeting records, meeting minutes, knowledge protection, etc.

In the digital age, basic functional requirements are also put forward for conference knowledge management software. This document provides a basic This method and tool also provide a technical basis or reference for the development and testing of relevant software tools for conference knowledge management.

Knowledge management methods and tools aim to establish the principles for the acquisition, storage, sharing and application of knowledge. GB/T 41304 is intended to consist of five parts. constitute.

- Part 1: Process knowledge management. The purpose is to establish the concept, boundaries and scope, classification and expression of process knowledge.
- Part 2: Design rational knowledge modeling. The purpose is to establish a general method for design rational knowledge modeling.
- Part 3: Conference knowledge management. The purpose is to establish the method of conference knowledge management and provide reference for the development of relevant conference management software tools.

Provide technical basis or reference for development, evaluation and improvement.

- Part 4: Knowledge Extraction. The purpose is to standardize the principles of knowledge extraction and provide the process and methods of knowledge extraction.
- Part 5: Organizational knowledge management maturity assessment. The purpose is to assess the organization's knowledge management capabilities.

Knowledge management methods and tools Part 3: Meeting Knowledge Management

1 Scope

This document specifies the knowledge management of various conferences for organizations (including enterprises, research institutes, government agencies, universities, social groups, etc.) A general technical framework for meeting management and the identification, acquisition, storage, sharing, use and protection of knowledge in the meeting preparation, meeting convening and meeting summary stages etc.

This document is applicable to the organization's meeting process knowledge management, as well as the design, development, evaluation and improvement of the meeting knowledge management system.

2 Normative references

GB/T 30269.807

GB/T 30520-2014

GB/T 35273

GB/T 40645

3 Terms and Definitions

The terms and definitions defined in GB/T 30520-2014 and the following apply to this document.

3.1 knowledge

Knowledge, judgment or skills acquired through learning, practice or exploration.

[Source. GB/T 23703.2-2010, 2.1]

3.2 meeting

In a specific time and space, through speeches, discussions, demonstrations, consultations, voting and other forms, we can achieve coordination, exchange information, and spread the message.

Group activities involving a certain number of people for the purpose of disseminating knowledge, promoting contacts, etc.

[Source. GB/T 30520-2014, 3.1.1, modified]

3.3 meeting agenda

A meeting program that includes meeting time, location, topics, speakers, social activities, etc.

[Source. GB/T 30520-2014, 3.4.1, modified]

3.4 meeting minutes

Written material that records meeting proceedings and information.