

Identification of the Keyword “General Meeting” and “Minutes” Since Early Development until Now Days –A Bibliometric Analysis using Scopus Database



Mohd Shazwan bin Mohd Ariffin, Wan Nordin bin Wan-Hussin, Siti Seri Delima binti Abdul Malak

Abstract: *General meeting defined as formal communication between the top management and the investor of the firm. Generally, all the firm required to hold yearly general meeting to table the financial accounting, reported the company performance and restructured the leadership of the boardroom. Meanwhile, minutes described record of the documentation. Both general meetin and minutes work interchangely. Based on the Scopus database accessed on March 27, 2020, there was 125 documents using the string keyword of “article title” related with the general meeting and minutes. Therefore, this paper aims to analyse, and the report published documents related to general meeting based on the Scopus database only. Using bibliometric indicators, this paper reports the documents and source types, duration of publications, languages of documents, subject area, keywords analysis, cited authors map, geographical distribution of publication, number of authors and citation analysis. Moreover, three main research questions had been develop for this paper. Hence, the findings indicated an increased growth rate of literature on general meeting and minutes from 1910 to 2019. Using Microsoft Excel for the data collection and tools such as VOSviewer and Harzing’s Publish or Perish software, for obtained and data visualization, the studies highlighted the importance of general meeting documents for future research. This paper bring a more exploration among academicians, practical and regulatory bodies.*

Keywords: *bibliometric analysis, documents, database, firm, general meeting, minutes.*

I. INTRODUCTION

There are two types of general meeting either annual general meeting (AGM) or extraordinary general meeting (EGM). In specific, there also discussion between formal and informal general meeting which is outside this paper scope of study. Generally, every firm required to hold a general meeting for the top management and investors to discuss on the company forward looking and future prospects. From the

corporate overview, general meeting as an effective medium to raise their concern, approval new agenda and put for the voting results. To date, studies on the general meeting and minutes represent a growing field as most of the firm reluctant to publish or disclose the general meeting on the corporate website unless required by the regulatory for example, 7 documents was open access (OA) in the Scopus database and remaining 118 documents was non-OA.

Basically, a primary concern of the skeleton of the general meeting produces an information such as title of the general meeting, venue, place, date and time of the meeting. Some of the general meeting also included list of attendance in one documents. The main body discussed about the agenda, previous minute discussion and matters arising. Meanwhile, the remaining topic also included the voting resolution (either by number or percentage) and duration of the meeting.

Lei and Liu mentioned that bibliometric analysis can describe the knowledge status, features, and trends in a certain discipline [1]. Besides, the analysis includes qualitative and quantitative analysis of publications indexed by Scopus and Web of Science databases by expanding using statistical and advance tools for the analysis [1,2]. Hence, Aleixandre-Benavent studies report that the bibliometric analysis widely used by many researchers to measure the performance for various disciplines [2] [3].

Using bibliometric analysis, this paper intends to address the following research questions (RQs): RQ1: What is the current publications of general meeting and minutes? RQ2: Which are the most influential articles on general meeting and minutes? RQ3: Who are the most influential authors on general meeting and minutes? RQ4: Which countries that contributed toward publications of general meeting and minutes based on bibliometric analysis?

This paper analyzed the documents type, year of publications, languages used for publications, subject areas from Scopus database, followed by network visualization map using VOSviewer and Harzing’s Publish or Perish software to recorded the *h*-index and *g*-index, these indicators represent the modern measurement for the quality set of papers [4].

The ultimate aim of this paper is to present a general bibliometric analysis of general meeting and minutes from several subject areas. Thus, it will lead to a complete overview of the main results and trends in the field.

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This paper utilised the information collected from the Scopus database as among the most influential database in academic research as only journals with highly recognition that meet the quality standard produced from this database. In addition, this paper also using tools such as VOSviewer and Harzing’s Publish or Perish software as a new approach to presenting bibliometric analysis material found in the Scopus database.

The paper structure as below, first, the intention of this paper is to evaluate the wide range of literature of general meeting and minutes uses a bibliometric analysis. Secondly, the details of the methodology adopted. Thirdly, this section presents the data and methodology used based on bibliometric analysis. Next, the results of the paper present based on the relevant bibliometric indicators. Lastly, the section summaries the findings to identify future research areas and presents some limitations of this paper.

II. LITERATURE REVIEW

Traditional evidence by Apostolides suggests that a general meeting was an effective medium communication that combine all stakeholders in the firms together with the management involved in the company processes and media interaction. Basically, the core business of general meeting focused on the legal formality, communication and accountability [5]. Besides discussed regarding the agenda of the general meeting, financial reports, and resolutions, the AGM also provide empirical evidence of minutes after the general meeting was held [6]. In the minutes, all material information of each resolution and issues raised were recorded and meet the regulatory requirements [6]. Data from several studies suggest that the importance of the general meeting cannot be denied because through the general meeting, the duration of the meeting, result of the resolution and particular issues raised were duly discussed and communicate during the meeting. Hence, minutes acted as the concrete evidence of the final decision achieved during the general meeting.

Interestingly, based on the Scopus database, among the documents related with the “general meeting” and “minutes” mostly from the recorded formal minutes that published into Scopus database such as Notes for a Code of Ethics for Australian Archaeologists Working with Aboriginal and Torres Strait Islander Heritage written by Davidson [7], Protokoll Mitgliederversammlung der DEGUM Donnerstagstage written by Leipzig [8], Protokoll der Mitgliederversammlung vom wirtten by Hein [9] and Task Volume 31 Issue 2 written by Corner [10].

In prior literature, documents titled Exercising corporate governance and annual general meeting discuss about the importance of AGM in United Kingdom perspective and the viewpoint of stakeholder of the general meeting process [5]. Studies of [5] show a general meeting achieved its optimal value once all parties (management and the stakeholders) involved in the decision making especially in finalized the key issues [5]. Meanwhile, De Jong studies found that Dutch practice a concentration general meeting. In addition, all the importance information duly recorded into 245 minutes in the period 1998 to 2002 [11]. Based on this studies, even though the general meeting attract all stakeholders concern however

not much significant on the management side [11]. As such, the bibliometric analysis regarding this topic is largely superficial, based on our solely paper.

Besides that, studies by Geyeron the multimedia records of meetings reveal the difficulties of the virtual meetings during that period [12]. Even though by using the virtual meetings can improve the meeting record however there was still drawback such as isolation and delivery of the information [12]. A much debates question also on how the effective delivery of the information using virtual meetings. Besides, Geyer also encourage for future studies on the virtual meetings in the future. However, another studies by Jaimesalso focused on the video meeting. These studies found that video meeting useful with the memory cues [13]. The result of the studies contra with Geyer whereas the studies show that video meeting useful with the integrated memory cues for retrieval and integrate the indexing techniques. Most recently, even though there still require additional studies in the future, however it bring a new perspective for the future studies [13].

Even no debates of not much bibliometric analysis studies had been done on the keyword “general meeting” and “minutes” worldwide, the importance of the general meeting and minutes record and discussion cannot be denied. As such since 1910 until 2019, even though the production of documents at the range one to three documents per year, this indicate that need for the general meeting and minutes increase over the year. Surprisingly, prior studies shows that the discussion on the general meeting and minutes mainly on the roles by the management and the stakeholders function toward a better meeting process [5, 11, 12, 13].

Due to this reason, intention of this paper to provide a general perspective of the importance of the general meeting and minutes using the VOSviewer and Harzing’s Publish or Perish software besides Scopus database as the main source to explore more on the usage bibliometric analysis. The paper divided by four main section started by methods used to search for keyword “general meeting” and “minutes” followed by data and methodology that focused on data collection and analysis. Next, results provide an empirical finding from the data information and network visualisation map. Finally, the discussion concludes all the section of the paper.

III. METHODS

From the Scopus database, the degree of maturity reached by general meeting and minutes fields made it advisable to perform quantitative and integrative bibliometric reviews and analyses of voluntary disclosure across worldwide. In this paper, we began the search of keyword “general meeting” from article title on March 27, 2020. So far, we did not include the term meetings and limit to a certain period of time using the Scopus database.



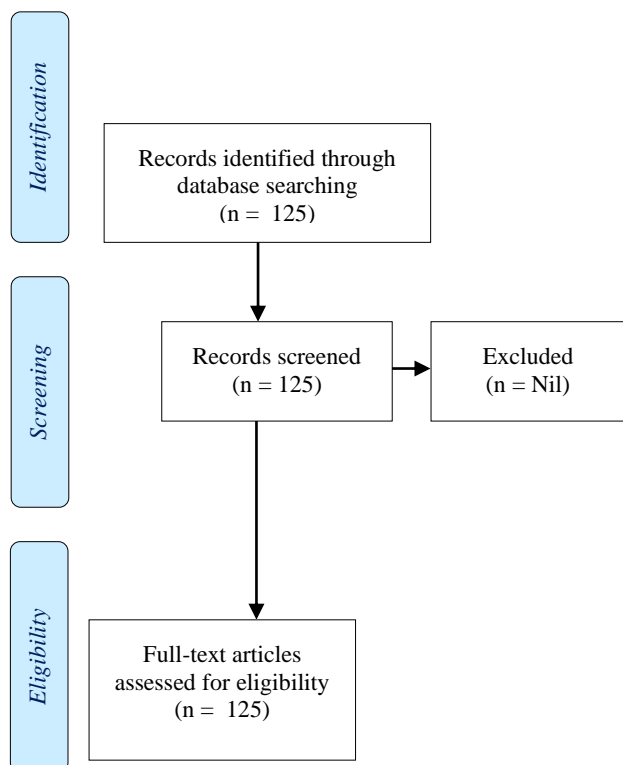


Fig. 1: PRISMA Flow Diagram

Notes:

*Exclude Web of Science (WoS) database, the studies only download articles on the general meeting from Scopus database [14].

Based on Figure 1, record from the identification through Scopus database shows that there is 125 articles on general meeting and minutes from Scopus database comprise from top 20 journals from various discipline consist of Journal of the American Chemical Society, Transactions of the Faraday Society, Literary and Linguistic Computing, Ostrich, Palestine Exploration Quarterly, Journal of Investigative Dermatology, Architectural Science Review, International Journal of Phytoremediation, Journal of Small Animal Practice, Australian Archaeology, Australian Veterinary Journal, Fibrinolysis and Proteolysis, Journal of the European Academy of Dermatology and Venereology, Australian College of Midwives Incorporated Journal, Australian Educational Researcher, Australian Surveyor, British Physiological Bulletin, History Australia, Journal of Agricultural Economics and Journal of Dermatological Science based on the higher *h5*-index and *h5*-median. For the purpose of this paper, only the Scopus database will be used since it provides objective results that can be considered sufficiently neutral and representative of the information.

In this paper, the published Scopus database was analysed using bibliometric analysis from the period 1910 to 2019, which provides the research community with a better understanding of the evolution of general meeting and minutes, its main currents, and future trends from a worldwide perspective. As stated by Vogel, bibliometric reviews able to analyse the variety of topics, methods, evidence and theoretical frameworks into certain disciplines [15]. As mentioned in the earlier section, first we start by established the specific research question that we tried to answer in the research and the appropriate method that would

fit this objective. Due to this reason, co-citation analysis and bibliographical coupling were adopted.

Secondly, we focus on data collection. We collected data from the Scopus database on March 27, 2020. All documents initially with the search term “general meeting” and “minutes” in the article title defined by the Scopus database were examined and produce 125 documents. Based on 125 documents, after the screening and exclusion of the items also produced 125 documents that comprise of the conference paper, article, note, editorial, erratum, review and short survey based on Scopus database. Mainly, all documents consist of the conference paper, article, note, editorial, erratum, review and short survey. From 1910 to 2019 with the advanced technology, the number of publications also kept growing with minimum at least one document per year.

We then performed an in-depth review of these papers and segregate the general meeting and minutes based on the subject areas. Using the bibliometric analysis, we also found that among the cited authors map that most associated with the general meeting and minutes terms based on the all geographical distribution of publications and keywords analysis. Later, we were also able to identify the most influential institutions with at least one publication per year.

Co-citations analysis and bibliographic coupling were used for data processing. Both techniques assumed a greater degree of overlap in the references of a pair of articles implies a greater degree of relation or similarity between the one publication. In fact, Vogel also reported that the co-citation technique analysed the references or cited documents and consider the stronger relationship if they are cited altogether. Bibliographic coupling, in turn, citing the influence articles from a given field to others in the same field on the basis of shared references thus suitable for detecting current and future research trends in accordance with the paper objective [15].

After reviewing all documents (cited documents), we only focused on the top 20 highly cited documents that appropriate to represents the topic of this paper. We, thus, decide to include all 125 documents in this paper and analysed accordingly with the research questions. Authorship and institutions also examined in this paper. Besides used to answer the research questions, authorship aims to identify both productivity and influence [16].

IV. DATA AND METHODOLOGY

This paper aims to examine the development of the general meeting and minutes using bibliometric analysis. Some of the bibliometric indicators and network visualization will be presented in this paper. Previous studies done by Korom on a bibliometric visualization utilized Web of Science citation database for the period of 1990 to 2017 [17]. Firstly, similar to Korom, we created a Scopus database and conducted a topic search on March 27, 2020 [17]. Through Scopus keyword, *article title* become the main focus for bibliometric analysis.



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Secondly, we narrow into *article title* because it provides the main subject of the documentation. Next, we developed a search string after reviewing the articles and categories of general meeting and minutes. Lastly, based on the search string of keyword “general meeting” and “minutes”, we had identified 125 documents from 1910 to 2019 which is adequate for the analysis.

The keyword general meeting include discipline of Agricultural and Biological Sciences, Arts and Humanities, Biochemistry, Genetics and Molecular Biology, Business, Management and Accounting, Chemical Engineering, Chemistry, Computer Science, Earth and Planetary Sciences, Economics, Econometrics and Finance, Energy, Engineering, Environmental Science, Health Professions, Materials Science, Medicine, Physics and Astronomy, Social Sciences and Veterinary that comprise of 218 documents of subject areas.

Overall, 7 documents are open access and 118 is otherwise. For this bibliometric analysis, we only concentrate on the 125 documents related to the general meeting with variety of the discipline. It can be said that within the period 1910 to 2019, the development concentrate on the term/concept general meeting published under the Scopus database relatively small and emerge over the years.

The growth of bibliometric analysis studies become popular over the decades as an interesting method to present the keyword using interactive methodologies [18]. Besides that, [19] stated that bibliometric as an application of mathematical and statistical methods for the wide range of overview either from books and others source of communication. Furthermore, bibliometric research also one of the quantitative methods that use statistical and basic mathematical to analyze the text and relevant information of published documents [20, 21]. Moreover, a methodical approach in executing a bibliometric analysis could discover more detailed information related to the publications, including authors, frequency of keywords and citations [22].

There are various indicators that have been used in bibliographic studies. Ahmi and Nasir reported that among the most commonly examined aspects include publication outlet, type of publication, authorship, affiliation, country, and h-index [18]. These indicators are some of the descriptive analysis gathered based on the data sets supplied from the chosen databases. With the current accessibility and richness of data available for academic publications, there are various tools being developed to analyze these bibliometric data. The trend of bibliometric research has moved towards visualizing the bibliometric networks. VOSviewer, for example, offers a freely available tool for constructing and visualizing the networks. VOSviewer also offers text mining features that can be used to construct and visualize co-occurrence networks of crucial terms extracted from a body of scientific literature (www.vosviewer.com).

V. RESULTS

To gain an overview of the research related to voluntary disclosure, some of the general statistics of the data sets are presented. All the articles that met the search query were evaluated from the following aspects: research productivity, documents, and source types, language of publications, subject area, most active source title, distribution of publications by countries, most active institutions, authorship, keywords, title, and abstract analysis and citation analyses.

A. Document Types

Information source extracted from the Scopus database were analyzed based on document and source type. Sweileh studies defined document type as the category of valuable documents based on the originality of the documents from the indexed database included conference paper, article, note, editorial, erratum, review and short survey [23]. Meanwhile, Sweileh also elaborate that source types in this paper only from journals [23].

To date, from the Scopus database, there is 61 (48.8 percent) documents type for the general meeting dominant by the conference paper, 57 documents by article (45.6 percent), three documents by note (2.4 percent) and one documents by editorial, erratum, review and short survey with represented 0.8 percent respectively. The details of the document type were presented in Table 1.

Table 1: Document Type

Document Type	Frequency	% (N=125)
Conference Paper	61	48.8
Article	57	45.6
Note	3	2.4
Editorial	1	0.8
Erratum	1	0.8
Review	1	0.8
Short Survey	1	0.8
Total	125	100.00

B. Duration of Publications - Evolution of Published Studies

The year of publication represents the initial release of the database into the Scopus database. The acceptance documents initially release in this Scopus database were captured, recorded and analyzed using bibliometric analysis as shows under Table 2. From the period of publications, the initial bibliometric analysis on the general meeting started as early in 1910. Three document published in 1910 name “Association of Physicians of Great Britain and Ireland: Minutes of Proceedings of Annual General Meeting, 1910, Held at Liverpool”, “Minutes of The Forty-First General Meeting of The American Chemical Society” and “Minutes Of The Forty-Second General Meeting Of The American Chemical Society” written by Parsons C.L. and Robinson R.C respectively [24, 25].

In addition, the growing of general meeting keyword documents keeps increased over the year from 1910 onwards. However, from 1971 to 1980, the production of general meeting drop from 17 documents (13.60 percent) per duration (1961 to 1970) drastically reduce to 1 document (0.80 percent) per duration (1971 to 1980). Relatively, based on the Scopus database, from 2011 until 2019 more than 21 documents (16.80 percent) related to the general meeting had been produced.



Table 2: Duration of Publications

Duration (period)	Frequency	Percentage (N=125)
2011 to 2019	21	16.80
2001 to 2010	14	11.20
1991 to 2000	28	22.40
1981 to 1990	11	8.80
1971 to 1980	1	0.80
1961 to 1970	17	13.60
1951 to 1960	11	8.80
1941 to 1950	8	6.40
1931 to 1940	3	2.40
1921 to 1930	4	3.20
1910 to 1920	7	5.60
Total	125	100.00

C. Languages of Documents

As presented in Table 3, a total of 129 documents produce in differences languages. English becomes the common language used from the gathered publications representing 92.25 percent of the total documents followed by Portuguese (6.98 percent) and Spanish (0.78 percent) language spoken in the documents indexed by Scopus database. While several studies have shown that English as main medium interaction, four of the publications is found to be published in dual languages. From the publication, it shows that the Spanish languages was the most unpopular language in the papers studies.

Table 3: Languages Used for Publications

Language	Frequency	% (N=129)
English	119*	92.25
Portuguese	9	6.98
Spanish	1	0.78
Total	129	100.00

*4 document has been prepared in dual languages.

D. Subject Area

This paper next categorizes the publications based on the subject area as summarized in Table 4. Since general meeting is widely used in every discipline, researchers have not treated keyword general meeting and minutes in much detail, among the highest subject areas consist of Medicine by 32 documents (14.68 percent), followed by Social Sciences by 31 documents (14.22 percent). Next, Arts and Humanities by 28 documents (12.84 percent) and Chemistry and Biochemistry, Genetics and Molecular Biology shared 19 documents (8.72 percent) of the subject areas respectively.

However, in contrast, subjects such Business, Management and Accounting and Health Professions produced less publication under Scopus database by 1 document (0.46 percent). The other subject areas covered in general meeting are tabulated in Table 4.

Table 4: Subject Area

Subject Area	Frequency*	% (N=218)
Agricultural and Biological Sciences	18	8.26
Arts and Humanities	28	12.84
Biochemistry, Genetics and Molecular Biology	19	8.72
Business, Management and Accounting	1	0.46
Chemical Engineering	10	4.59
Chemistry	19	8.72
Computer Science	8	3.67
Earth and Planetary Sciences	3	1.38
Economics, Econometrics and Finance	3	1.38
Energy	2	0.92
Engineering	15	6.88
Environmental Science	5	2.29
Health Professions	1	0.46
Materials Science	3	1.38
Medicine	32	14.68
Physics and Astronomy	11	5.05
Social Sciences	31	14.22
Veterinary	9	4.13
Total	218	100.00

E. Keywords Analysis

The top keywords were mapped using VOSviewer, a software tool for constructing and visualizing bibliometric networks. Figure 2 presents a network visualization of the co-citation type of analysis and cited references unit of analysis in which color, square size, font size and thickness of connecting lines were used to present the relationships with other keywords. The fields from which terms will be extracted based on title and abstract fields column. As such, the keywords with the same color were commonly listed together. For example, there are 50 items grouped into 1 cluster, consist of 1,225 links (in red color).

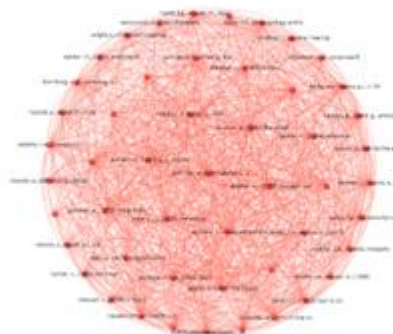


Fig. 2 : Network visualization map of the top keywords

F. Cited Authors Map

In addition, Table 5 and Figure 3 presented the cited authors map based on the Scopus database. The most used cited authors maps, shows that Goffman, e. was encounter as the most used keywords in the general meeting study with 3 citations (13.04 percent) in the general meeting study.



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Most of the prior studies typically concentrated on the general meeting keyword with at least 2 citations keywords representing 8.70 percent from the total documents published by indexed Scopus database. Figure 3 presents a network visualization of the co-citation type of analysis and cited authors unit of analysis in which colour, square size, font size and thickness of connecting lines were used to present the relationships with other keywords. The fields from which terms will be extracted based on title and abstract fields column. As such, the keywords with the same colour were commonly listed together. For example, there are 10 items grouped into 1 cluster, consist of 45 links (in blue colour) with 236 of total link strength shows that there is no inter-connection between each cited authors.

Table 5: Cited Authors Map

Author	Citations	Total Link Strength	%(N=23)
Drucker, p.	2	42	8.70
Goffman, e.	3	60	13.04
Johed, g.	2	42	8.70
Malefyt, t.w.	2	42	8.70
Minow, n.	2	42	8.70
Monks, r.a.	2	42	8.70
Morais, r.j.	2	42	8.70
Nyqvist, a.	4	76	17.39
Turner, v.	2	42	8.70
Williamson, o.e.	2	42	8.70
Total	23	236	100.00

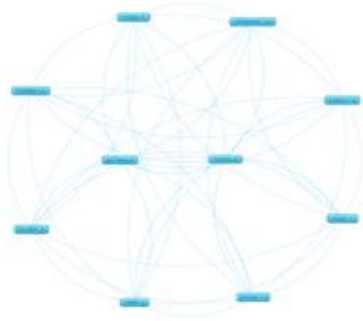


Fig. 3: Network visualization map of the cited author's map

G. Geographical Distribution of Publications - Most Influential Countries

In order to create a worldwide picture of general meeting and minutes research, in this section is the overall countries contributed to the publications is studied. General meeting and minutes has attracted considerable attention from researchers worldwide. Besides, no previous study has used a bibliometric analysis for keyword general meeting and minutes involved multiple discipline. As such, from the Scopus database, there are 126 documents come from different countries as shown in Table 6. Table 6 lists all the countries that contribute to the general meeting publication indexed by the Scopus database with the top three being the United Kingdom, United States and Germany. The United Kingdom was ranked first with a total of 9 documents (7.14

percent) followed by United States (5 documents, 3.97 percent) and Germany (3 documents, 2.38 percent).

However, the disparity of the contributed to the publications between these top three and other countries are only more than 1 document differences. This may create an assumption that many good researchers have moved to the United Kingdom, United States or Germany where high quality general meeting research is published. It also clear that the United Kingdom is the country with the most productive contributed to the publications with more than five percent from the overall countries. What remains unclear, is why the European countries more active in the studies of general meeting and minutes compared other countries. However, from the biggest perspective, besides the top three countries contributed to the publications, others countries also contributed, as shows in Table 6.

Table 6: Countries contributed to the publications

Country	Frequency	%(N=126)	Cumulative %
United Kingdom	9	7.14	7.14
United States	5	3.97	11.11
Germany	3	2.38	13.49
Belgium	1	0.79	14.29
Greece	1	0.79	15.08
South Africa	1	0.79	15.87
Sweden	1	0.79	16.67
Undefined	105	83.33	100.00
Total	126	100.00	

H. Number of Authors

This paper also examines the top 10 authors name. Among the top 10 authors name per document, a total of 32 documents of the author(s) name per document was gathered through the Scopus database. The higher author(s) name per document consists of Winterbottom, j.m. with 7 named per document (21.88 percent) followed by Parsons, c.l. with 5 named per document (15.63 percent). Next, Bartlett, j.r. with 4 named per document (12.50 percent). Meanwhile, Heard, r.w. and Katsambas, a. all consist of 3 named per document (9.38 percent). Part of the aim of the paper is to develop understanding of the main contributor especially author name per documents which is explain in Table 7.

Table 7: Top 10 Authors Name

Authors Name	Frequency	%(N=32)
Winterbottom, j.m.	7	21.88
Parsons, c.l.	5	15.63
Bartlett, j.r.	4	12.50
Heard, r.w.	3	9.38
Katsambas, a.	3	9.38
Berdux, s.	2	6.25
Lijnen, h.r.	2	6.25
Niven, c.	2	6.25
Powell, h.t.	2	6.25
Rowan, m.k.	2	6.25
Total	32	100.00

I. Citation Analysis

Specifically, Table 8 summaries the citations metrics for the retrieved documents as of March 27, 2020 using Harzing’s Publish or Perish software. It shows that the total number of citations with average citations per year for all retrieved documents. As indicated, there are 110 citations reported in 1910 to 2020 for 125 articles with an average of 0.05 citations/year. The table also describes that average of 0.04 citations/paper with average *h*-index and *g*-index of 2 and 2 respectively.

Table 8: Citations Metrics

Metrics	Data
Publication years	1910-2019
Citation years	110 (1910-2020)
Papers	125
Citations	5
Citations/year	0.05
Citations/paper	0.04
Authors/paper	0.62
<i>h</i> -index	2
<i>g</i> -index	2

J. Most Active Source Titles

This paper also presents the top 20 most active source title that has two or more publications on general meeting (see Table 9. At the same time, the information about the number of documents is reported in the same table. From the Scopus database, the Journal of the American Chemical Society is among the top source published in the Scopus database with 10 documents followed by the Transactions of the Faraday Society produce 9 documents in second place. Meanwhile, for the active source based on the number of documents range between 5 to 8 consist of Literary and Linguistic Computing, Ostrich and Palestine Exploration Quarterly produces 8 documents, followed by Journal of Investigative Dermatology with 5 document and Architectural Science Review, International Journal of Phytoremediation and Journal of Small Animal Practice produces 5 documents respectively.

Table 9: Top20Most Active Source Title

Source Title	No. of Documents
Journal Of The American Chemical Society	10
Transactions Of The Faraday Society	9
Literary And Linguistic Computing	8
Ostrich	8
Palestine Exploration Quarterly	8
Journal Of Investigative Dermatology	7
Architectural Science Review	5
International Journal Of Phytoremediation	5
Journal Of Small Animal Practice	5
Australian Archaeology	4
Australian Veterinary Journal	4
Fibrinolysis And Proteolysis	3
Journal Of The European Academy Of Dermatology And Venereology	3
Australian College Of Midwives Incorporated Journal	2
Australian Educational Researcher	2

Australian Surveyor	2
British Philological Bulletin	2
History Australia	2
Journal Of Agricultural Economics	2
Journal Of Dermatological Science	2

K. Most influential institutions with a minimum of one publications

This paper also counted the participation of the institutions related to general meeting (with at least one publication). Table 10 shows that Marine Station has the highest number of publications on general meeting. Marine Station is the most productive and influential affiliation worldwide according to our study based on the Scopus database in term a minimum of at least one publication per year.

The second highest number of publications on general meeting consists Bangor University. Those universities with one publication share equally among Vorsitzender, EADV, Chairman of the South African Ornithological Society, Kassenwart, Stellvertretender Vorsitzender, Schriftfuhrerin, University of East Anglia, Scripps Research Institute, University of the Westof England, KU Leuven, Stockholms Universitet and Departement Cardiovasculaire Wetenschappen with 6.25 percent respectively.

Table 10: Most influential affiliation with a minimum of one publications

Institution	Frequency	% (N=16)
Marine Station	2	12.5
Bangor University	2	12.5
Vorsitzender	1	6.25
EADV	1	6.25
Chairman of the South African Ornithological Society	1	6.25
Kassenwart	1	6.25
Stellvertretender Vorsitzender	1	6.25
Schriftfuhrerin	1	6.25
University of East Anglia	1	6.25
Scripps Research Institute	1	6.25
University of the West of England	1	6.25
KU Leuven	1	6.25
Stockholms Universitet	1	6.25
Departement Cardiovasculaire Wetenschappen	1	6.25

L. Text Analysis



Fig.4: Network visualization map of the title and abstract field. This figure presents the unit of analysis based on full counting method using VOSviewer. A threshold of at least items occurrences is applied.



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Based on Figure 4 on the network visualization map of the title and abstract field above, there is two clusters consist of 4 items for each cluster. For example, cluster 1 consists of general meeting and minutes. Cluster 2 consist of annual general meeting and June that made a 4 links with total link strength of 139.

VI. DISCUSSION

In this section, we summarize our findings and tends to answer all the research question of this studies. We find that most of the current publications of general meeting and minutes on Scopus database from 1910 to 2019 based on conference paper (48.8 percent) and article (45.6 percent) document types (*RQ1*). We also find that most of the researchers tend to produce minutes’ record of the general meeting contribute to the literature on general meeting and minutes. Next, the results of our studies show that the most influential articles on general meeting and minutes derived from Nyqvist, *a*. With four citations. The publication by Anette titled “The corporation performed: minutes from the rituals of annual general meetings” forms the most prominent influential articles on general meeting and minutes context (*RQ2*)[26].

The most influential author on general meeting and minutes can seem from the number of authors name per document. J.M. Winterbottom is the highest influential author based on the Scopus database with range 7 times per documents (21.88 percent) respectively (*RQ3*)[27]. Based on the findings, amongst the countries that contributed toward publications of general meeting and minutes based on bibliometric analysis was United Kingdom with 9 publications (7.14 percent), United States with 5 publications (3.97 percent), Germany with 3 publications (2.38 percent) and there were several undefined countries by Scopus database (*RQ4*). In overall, based on the citations metrics, from the publications documents from 1910 to 2019, there was 110 citations per years involved 125 papers with 2 *h*-index and *g*-index respectively. Besides, in term top 20 most active source title, Journal of the American Chemical Society was highest number of documents by 10 followed by Transactions of the Faraday Society source with 9 and Literary and Linguistic Computing, Ostrich and Palestine Exploration Quarterly source produced 8 number of documents respectively.

VII. CONCLUSION

In summary, the studies on general meeting and minutes globally attract the academician and researchers for more exploration and among the prominent topic in various discipline. This paper draws several questions. Based on the research questions, the results indicated that further exploration on the keywords general meeting and minutes should be on-going. Moreover, the results of the bibliometric studies also concluded the most influential and prestigious studies in the field that provide a significant impact on global and local citations.

At the same time, this paper also opens for more exploration of the keyword general meeting and minutes internationally. As mentioned earlier, most of the documents from Scopus database from Conference Paper and Article document type which should be expand more because over the decade, not much empirical article on this bibliometric analysis.

This paper makes several contributions to the field. First, this paper examines the publication patterns of general meeting and minutes by analysing yearly publications as well as author, country and institutional level contribution based on *h*-index and *g*-index.

Hence, our paper provides a clear picture of research on general meeting and minutes using a bibliometric analysis among the top dominant publication based on the Scopus database. Even though our studies provide the current overview of keyword general meeting and minutes however this studies also provide some limitations. Due to practical constraints, this paper cannot provide a comprehensive bibliometric analysis review on the general meeting and minutes except based on the *article title* only. First, our dataset only covers those general meeting and minutes restrict based on the article title only. Second, we only analyse using Scopus database and excluded Web of Science database as not provide by the institutions. Hence, the keyword selection of general meeting and minutes based on our bibliometric analysis can be expanded into the bigger definition. As for future research studies, a more comprehensive and systematic approach can be performing besides other keywords related to these documents could emerge in the future.

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