MEETING MINUTES

November 2021

The **Meeting Minutes** log keeps track of information such as:

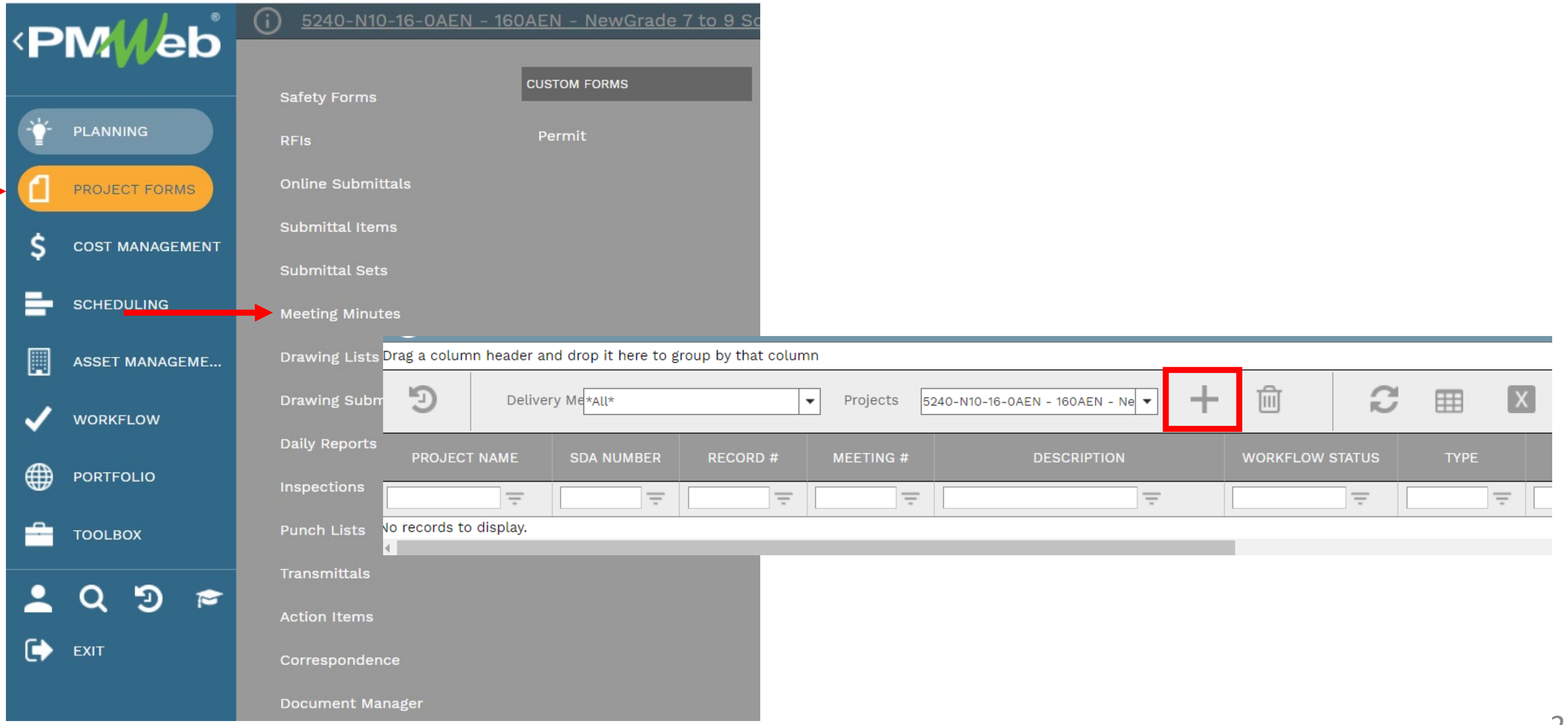
- When a meeting took place
- The purpose of the meeting
- Who attended
- What was discussed/decisions made
- Responsibility for follow-up

To navigate to the Meeting Minutes, click **Project Forms**, then **Meeting Minutes** from the left hand menu. This displays the overall **Manager View** for the module and shows all records for all projects.

To search for an existing document, use the columns to filter for the data you need. For example, use the Record# column to search for a document. You can also narrow your search by school name by selecting it from the **Projects** drop down menu.

To add a new document, click the **Add** button. 

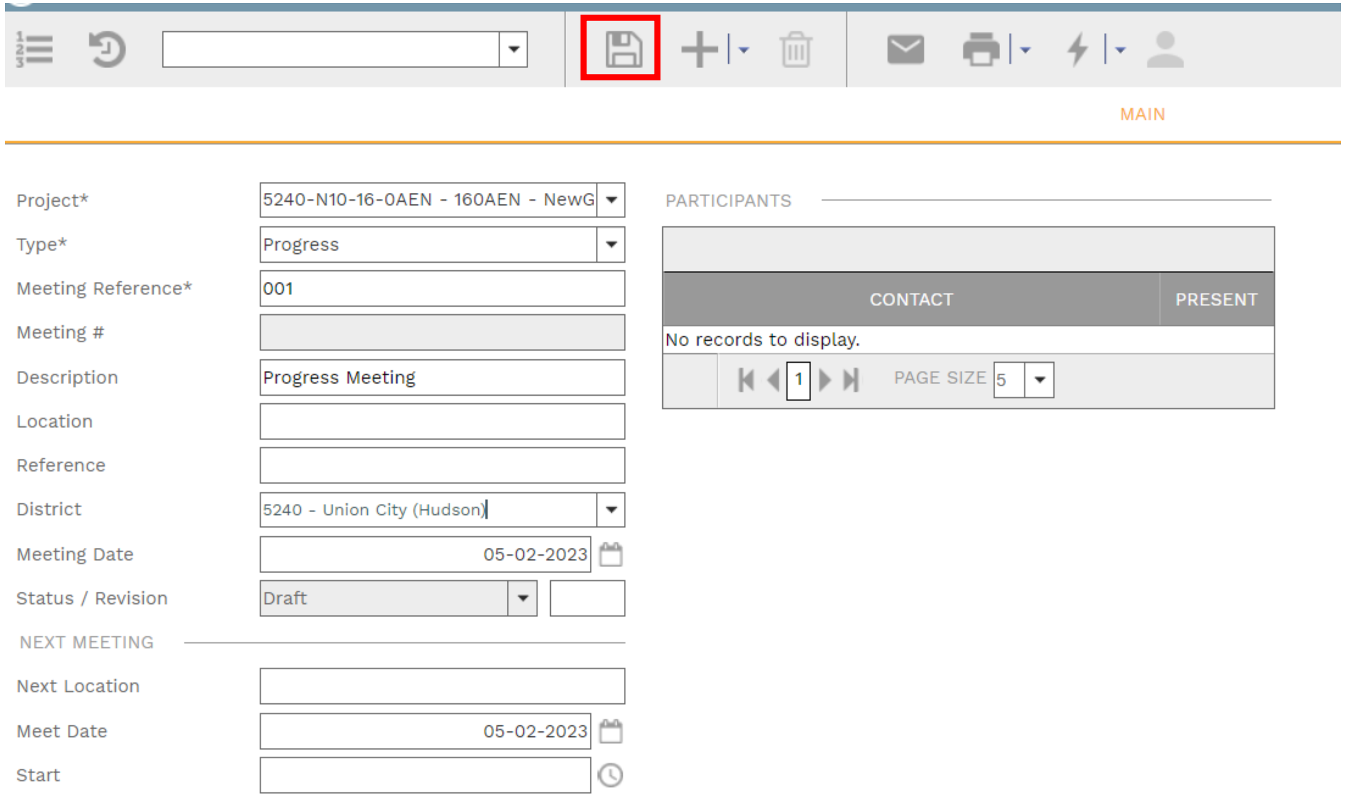
IMPORTANT: Before creating a new Meeting Minute document, either a new document or one based off of a previous document, you must search for the last document created based off the Record # field and the Meeting Type. Use the column filter function or drag the Record # field to the top of the page to be able to group by that column. This will ensure the meeting number you are using is the next available one.



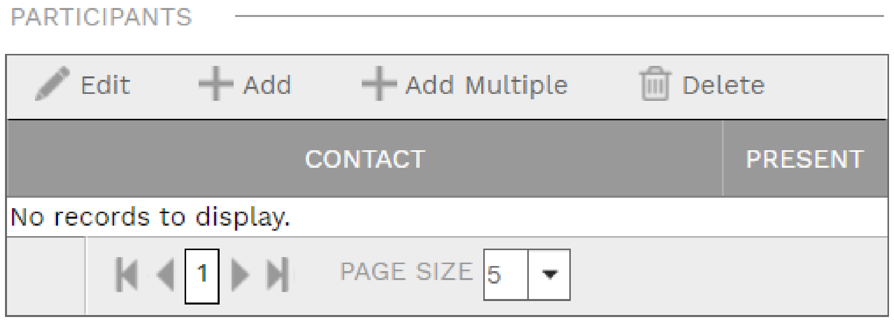
The document screen displays. Enter the following information:

- Project (required)
- Type (required)
- Meeting Reference (required) - i.e. Progress, Construction, Pre-Bid, etc.; must be consistent!
- Meeting # - change this number to match the next sequential number for the meeting type
- Description
- Location
- Reference
- District
- Meeting Date
- Status/Revision– if this is a revision, change this number to the next revision number
- (Next Meeting) Location
- (Next Meeting) Meet Date
- (Next Meeting) Start

Once completed, click the **Save** button to continue.



- Participants: click **Add** or **Add Multiple** on the box to select participants. Choose participants from drop down box (as shown) then click **Save** when done.

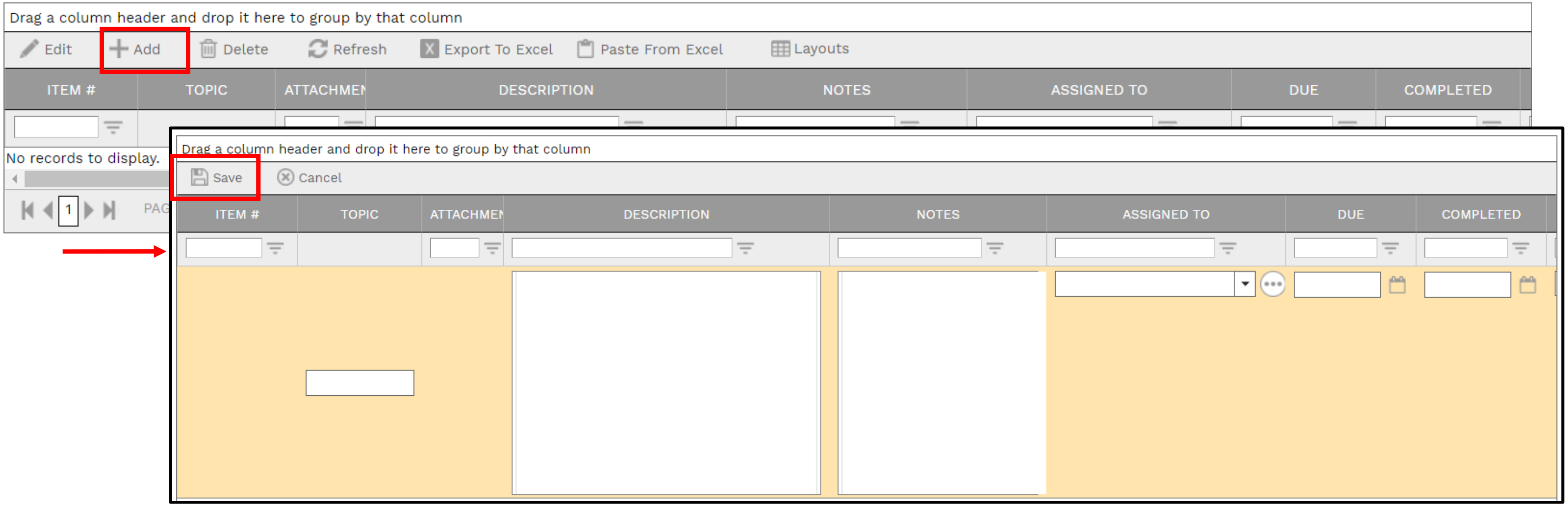


Additional information can now be entered under the applicable tabs.

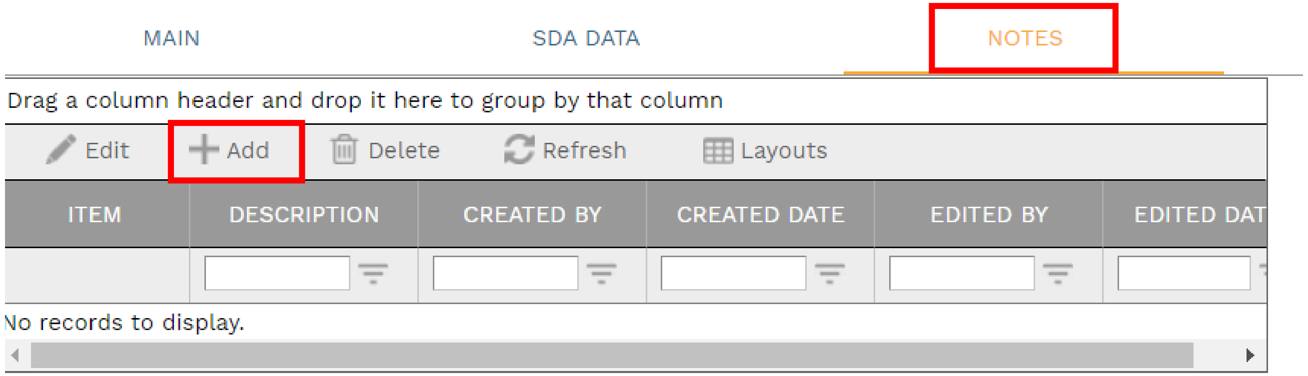
NOTE: Use the **Create Next** button to generate the next sequential document for this meeting type. Do not change the information in the Meeting Reference field once you do this.

Click **Add** to enter the details of the Business Items. Enter the information on the peach-colored line. Enter the Item #, Description, Assigned To, Due, Status and any Notes required. Click the **Save** button when done.

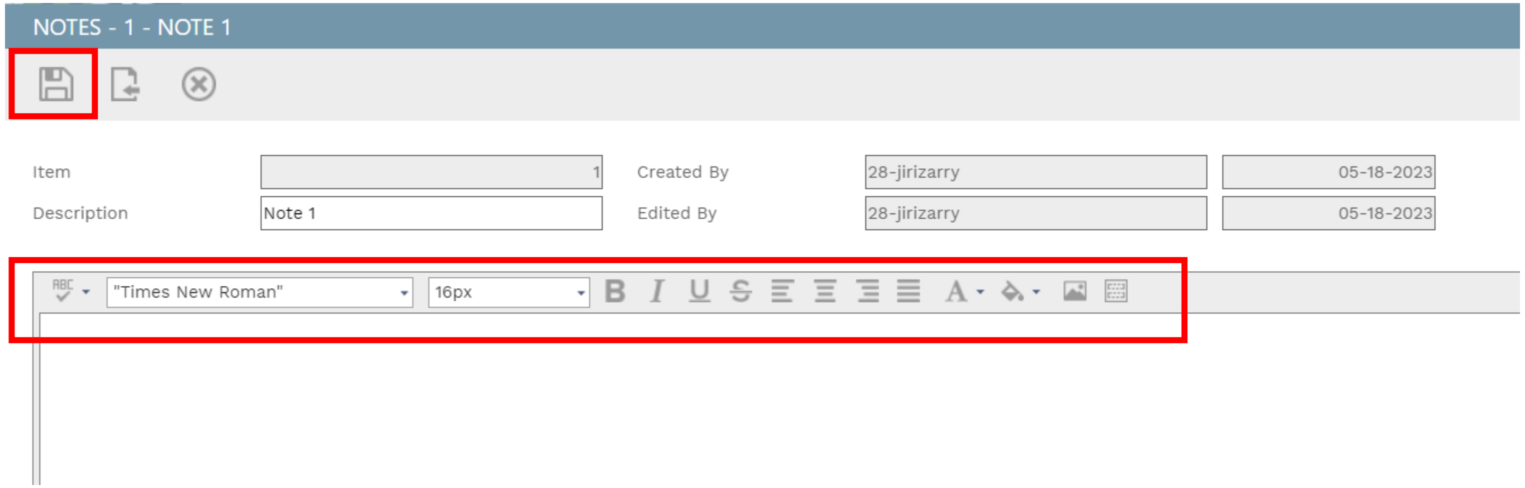
IMPORTANT: When a Business Item is completed, edit the line item and enter the date in the **Completed** field. This means that when the next meeting is generated, this item will display as *Old Business*. If you want to remove this item from subsequent meeting minutes documents, **you must click the checkbox in the Done column** before generated the next meeting minute.



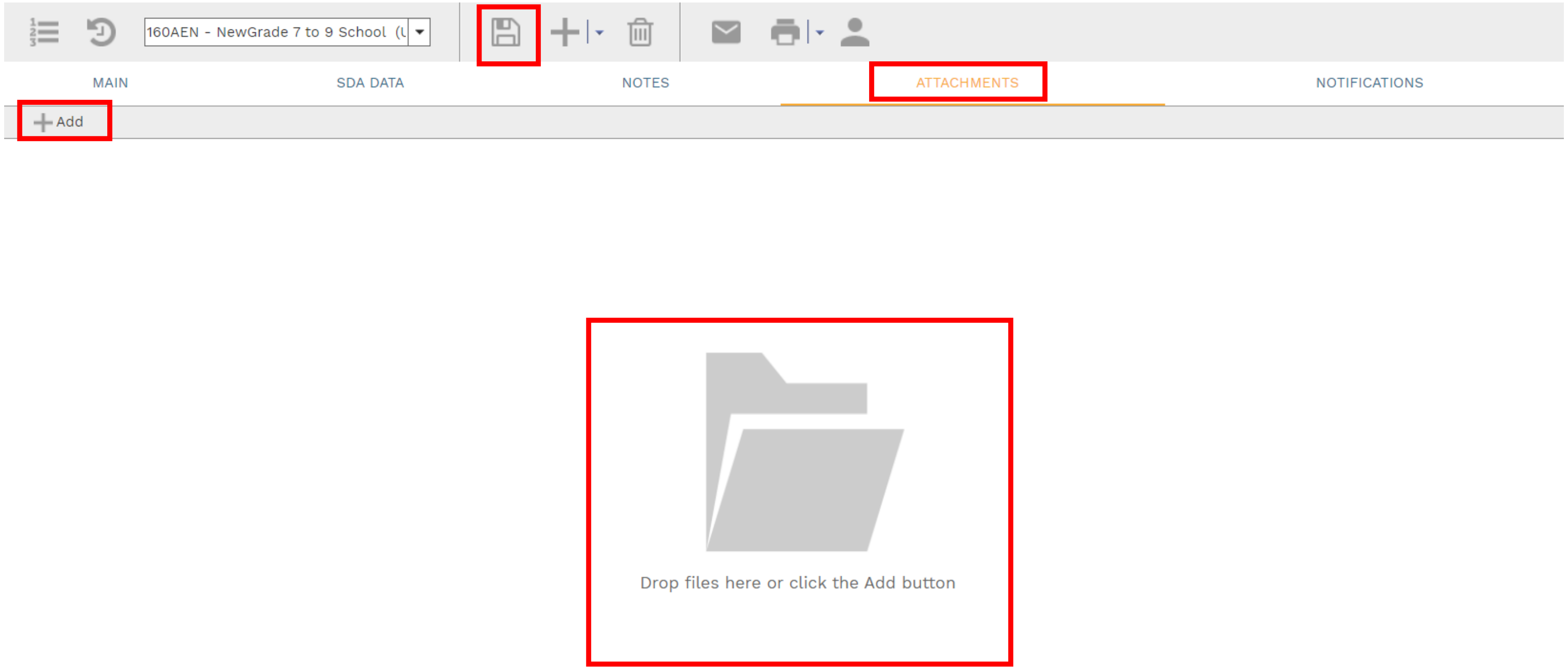
Click **Add** on the **Notes tab** to add additional notes as needed.



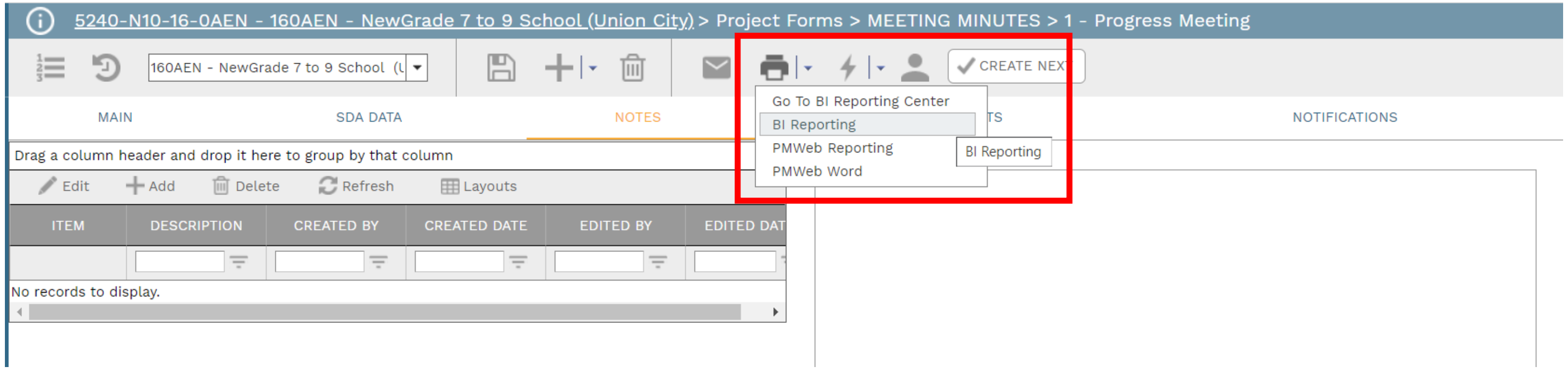
Enter your notes in the field provided. The text can be formatted using the toolbar shown. There is no limit to the amount of text you can enter. Click the **Save** button when completed.



On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



To print Action Item information, click the **print button** and select **BI Reporting** from the drop down list. Choose an option from the report menu to receive your output (either Adobe or export to Excel) or to cancel the Reports Preview screen.



Note: Please be patient when waiting for output from a selected report. It may take a few minutes to load the data.

REPORT	RECORD TYPE	DEFAULT
Assigned Meeting Minutes Dunning Letter	Meeting Minutes	
Meeting Minute Details	Meeting Minutes	
Meeting Minutes Dunning Letter	Meeting Minutes	
SDA_MeetingMinutes_Log	Meeting Minutes	

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