

# MEETING MINUTES

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 screenshot displays the PMWeb interface. On the left, a navigation menu includes 'PROJECT FORMS' (highlighted with a red arrow) and 'SCHEDULING' (also highlighted with a red arrow). The main content area shows a list of forms under the 'CUSTOM FORMS' tab, with 'Meeting Minutes' selected. Below this is a table with columns: PROJECT NAME, SDA NUMBER, RECORD #, MEETING #, DESCRIPTION, WORKFLOW STATUS, and TYPE. A search bar above the table contains 'Delivery Me#ALL\*' and a 'Projects' dropdown menu. A red box highlights the '+' button in the table's header area. A tooltip above the table reads 'Drag a column header and drop it here to group by that column'.

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.

Project*	5240-N10-16-0AEN - 160AEN - NewG	PARTICIPANTS	
Type*	Progress	CONTACT PRESENT	
Meeting Reference*	001	No records to display.	
Meeting #		PAGE SIZE 5	
Description	Progress Meeting		
Location			
Reference			
District	5240 - Union City (Hudson)		
Meeting Date	05-02-2023		
Status / Revision	Draft		
NEXT MEETING			
Next Location			
Meet Date	05-02-2023		
Start			

- 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.

PARTICIPANTS

Edit	Add	Add Multiple	Delete
CONTACT		PRESENT	
No records to display.			
<input type="text" value="1"/>		PAGE SIZE <input type="text" value="5"/>	

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.

5240-N10-16-0AEN - 160AEN - NewGrade 7 to 9 School (Union City) > Project Forms > MEETING MINUTES > 1 - Progress Meeting

160AEN - NewGrade 7 to 9 School (l)

**CREATE NEXT**

MAIN SDA DATA NOTES ATTACHMENTS NOTIFICATIONS

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.

Drag a column header and drop it here to group by that column

Edit **+ Add** Delete Refresh Export To Excel Paste From Excel Layouts

ITEM #	TOPIC	ATTACHMEN	DESCRIPTION	NOTES	ASSIGNED TO	DUE	COMPLETED

No records to display.

Save Cancel

ITEM #	TOPIC	ATTACHMEN	DESCRIPTION	NOTES	ASSIGNED TO	DUE	COMPLETED



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

MAIN SDA DATA **NOTES**

Drag a column header and drop it here to group by that column

Edit **+ Add** Delete Refresh Layouts

ITEM	DESCRIPTION	CREATED BY	CREATED DATE	EDITED BY	EDITED DATE

No records to display.

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.

NOTES - 1 - NOTE 1

**Save** Copy Close

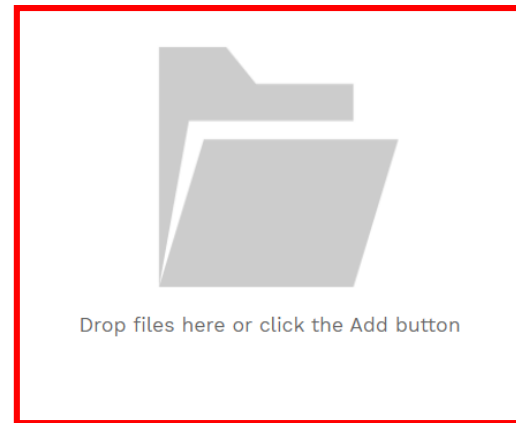
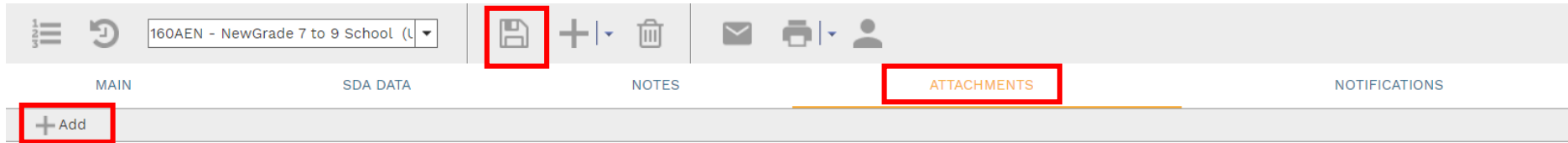
Item  Created By

Description  Edited By

ABC "Times New Roman" 16px **B I U S**



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	
1		

