Meeting Minutes Creation

What are Meeting Minutes?

ePM provides full tracking of meeting minutes, agendas and follow-ups. ePM provides a meeting minutes document type, which records the items discussed in a meeting on a project. Prior to the meeting, the topics and open items from previous meetings can be setup and distributed to meeting attendees through a workflow notice. After the meeting, the minutes can go through an approval process and act as an official, historical record of what occurred during a meeting, including task assignments and due dates. Creating meetings as part of a set allows ePM to carry forward open meeting items from prior meetings. Multiple sets of meetings can run concurrently, while users can query all meetings on a project for specific items. Print meeting minutes in a standard format, or use ePM's Custom Print Layout feature to output in any printer friendly format desired.

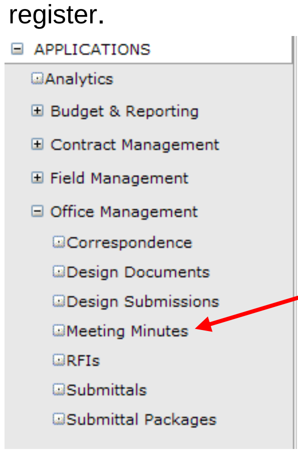
Who Will Use This?

- ✓ General Contractor
- ✓ Construction Manager
- ✓ Architect/Engineer
- ✓ Project Manager

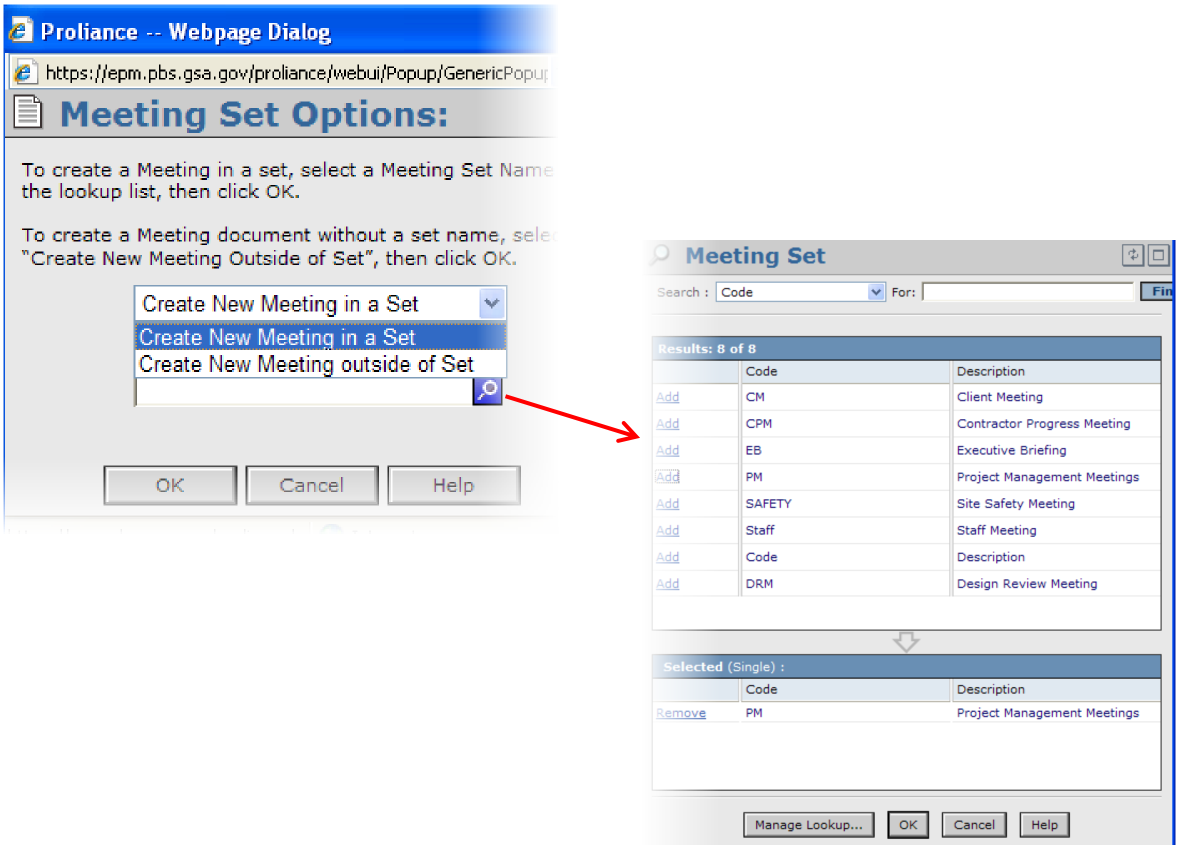
Create a Stand Alone Meeting or the First Meeting in a Related Set

1. Log into ePM as a user with the Meeting Minutes Creator security role, then navigate to the appropriate project.

2. Navigate to Applications > Office Management > Meeting Minutes to display the Meeting Minutes register.



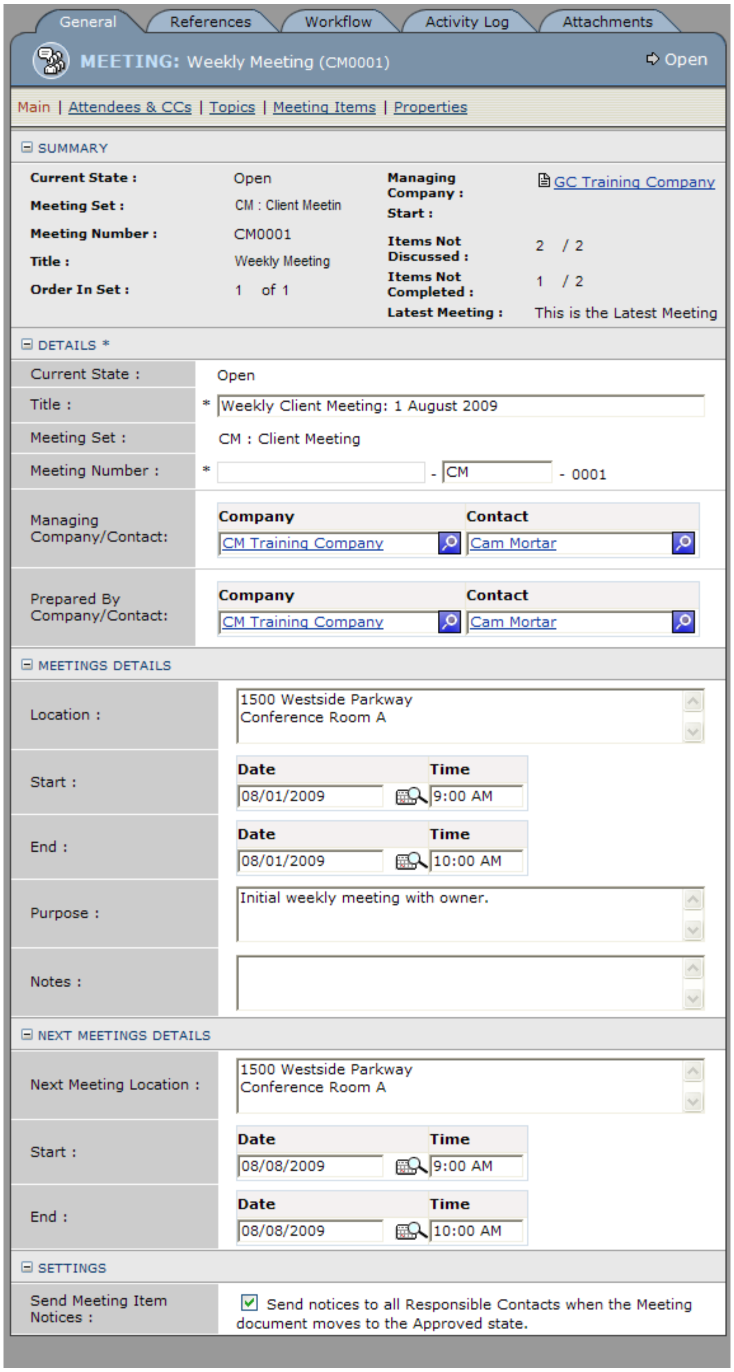
3. Click the ‘New’ button. Choose whether to create the new meeting in a set or as a stand alone meeting.



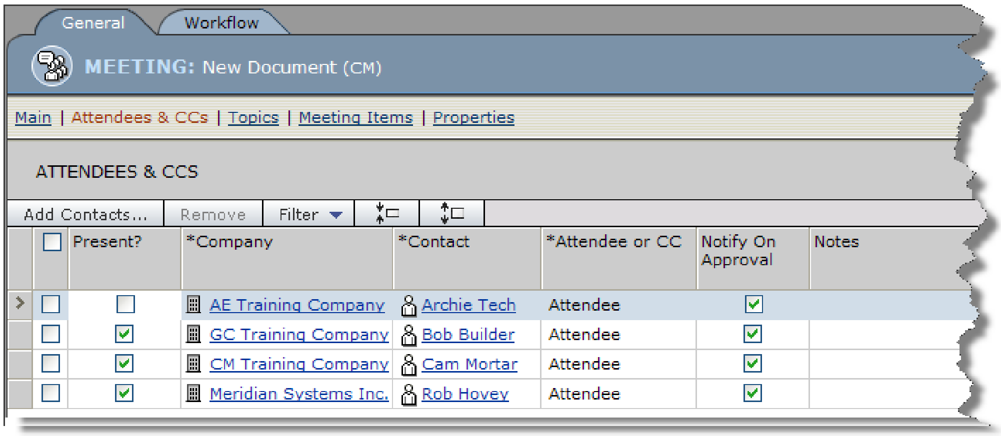
Note: if you have the appropriate security permission, you can create a new Meeting Set during creation of a new meeting. If not, to create a new meeting in a set, you must choose from available sets, or submit a request to your system administrator to create a new set.

4. Click OK to open the Meeting Minutes document.

5. On the ‘Main’ page, enter a Title for the meeting, select the ‘Managing Contact’ (the person running the meeting), enter information in the ‘Meeting Details’ and ‘Next Meeting Details’ sections. At the bottom of the Main page, check whether to send notices to those people identified as responsible contacts for individual items listed on the ‘Meeting Items’ page.

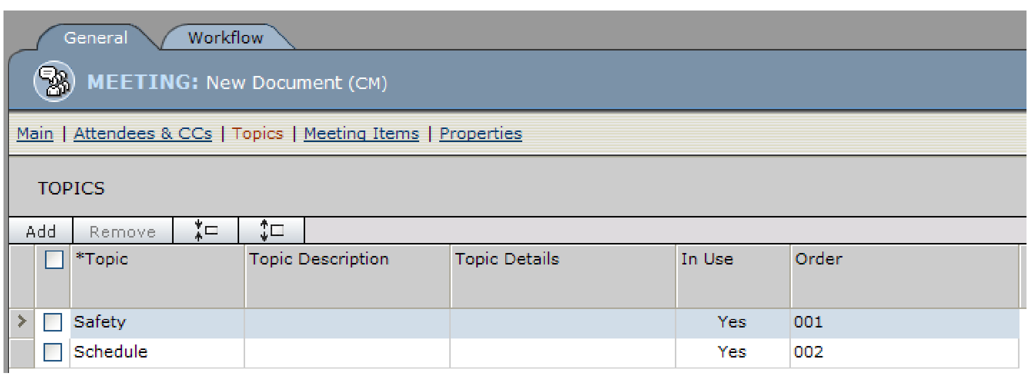


6. On the ‘Attendees & CCs’ page, click the ‘Add Contacts’ button, then select from the contacts lookup list. Use the checkboxes to denote whether contacts were present at the meeting, and whether to notify them when the Meeting Minutes document is approved.

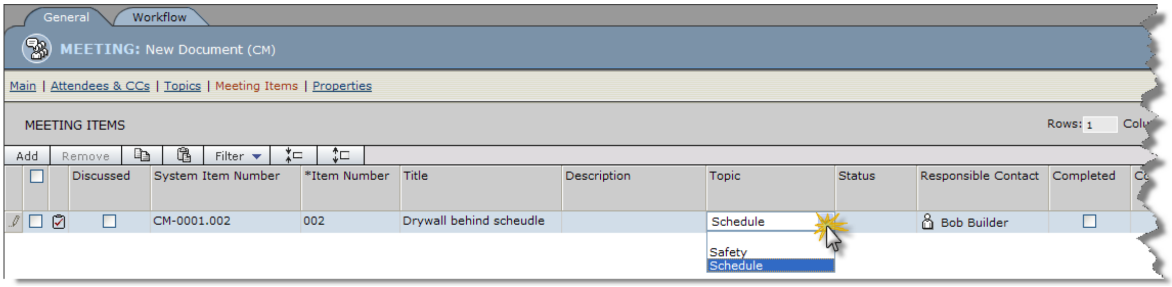


Note: The checkbox in the ‘Notify on Approval’ column is different than the checkbox on the ‘Main’ page. The boxes here allow a notice to go to an attendee or cc, regardless of whether they are responsible for a meeting item.

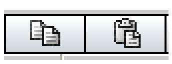
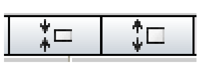
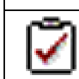
7. On the ‘Topics’ page, create the Topics that will be referenced, not only in the current meeting, but in all subsequent meetings in this meeting set.

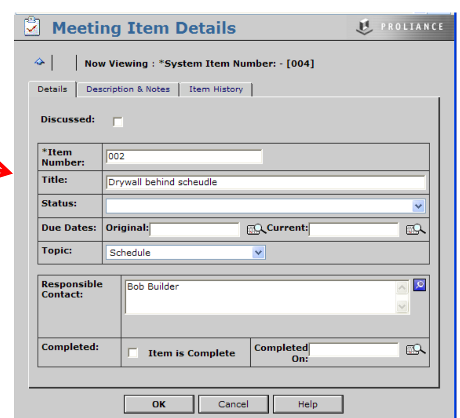


8. On the ‘Meeting Items’ page, click the ‘Add’ button and add individual meeting items. Enter information in the fields for each item as necessary. Notice that the ‘Topic’ field is a drop down list, populated with the topics you created in the previous step.



Helpful buttons:

	Copy/Paste: select an item by clicking the check box at the far left of the row, then click the Copy button. Click the ‘Add’ button to add a new blank line, then select the line by checking the box at the far left of the row and click the Paste button.
	Filter: click the arrow next to the ‘Filter’ button and choose which meeting items to display. Old Business Only shows only those items that have been checked as Completed.
	Row height adjustment: click anywhere in a meeting item row, then click these buttons to decrease or increase the row height.
	Meeting Item Detail: provides an alternate format for entering information about an item, rather than the default spreadsheet format.

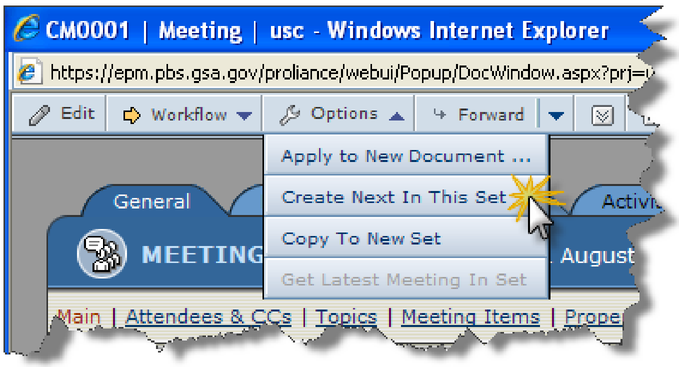


9. Depending on your process, execute workflow to either Submit for Approval, or Approve.

Create the Next Meeting in a Set

10. Open an existing meeting

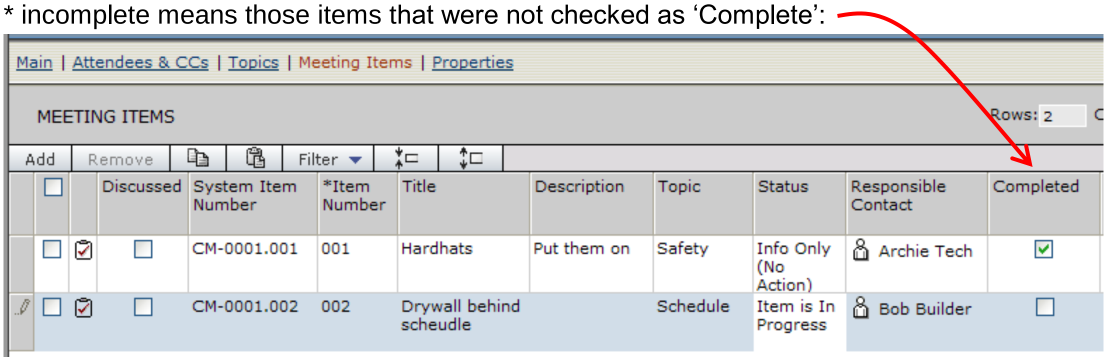
11. From the toolbar, click ‘Options’, then select ‘Create Next In This Set’



12. A new Meeting Minutes document opens. Notice that several fields are auto-populated based on the previous meeting document.

13. Any items that were incomplete* from the previous meeting are automatically brought forward as items in the new meeting.

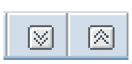
    * incomplete means those items that were not checked as ‘Complete’:



Tips

- ✓ Required fields are marked with an asterisk.
- ✓ Use the ‘Forward’ button if collaboration is required from other users.
- ✓ Initially, create the Meeting Minutes document as an agenda for the meeting.
- ✓ If, at subsequent meetings, you wish to review completed items, either wait to approve the preceding meeting until the next meeting convenes, or review the preceding meeting document separately to view its completed items.
- ✓ Click on the **Activity Log** tab to view the audit trail of the document.
- ✓ Clicking the online help button provides generic help related to Meeting Minutes, NOT for the specific uses of GSA’s Meeting Minutes documents.

- ✓ To explode or collapse sections in a document, click on the double headed arrow buttons:



- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means you were cc’d.
- ✓ To forward the Meeting Minutes document to attendees and CCs all at once (rather than selecting them individually from the Contacts lookup list), simply click the arrow next to the ‘Forward’ button, and select ‘Forward to Attendees and CCs’.
- ✓ For additional help and support, contact your GSA Regional Point of Contact: