

Meeting Minutes Creation

What are Meeting Minutes?

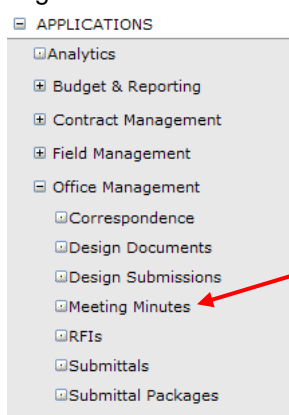
ePM provides full tracking of meeting minutes, agendas and follow-ups. ePM provides a meeting minutes document type, which records the items discussed in a meeting on a project. Prior to the meeting, the topics and open items from previous meetings can be setup and distributed to meeting attendees through 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.



- Click the 'New' button. Choose whether to create the new meeting in a set or as a stand alone meeting.

The screenshot shows two overlapping windows from the Proliance web application. The background window is titled "Meeting Set Options:" and contains instructions for creating a meeting in a set or outside of one. It features a dropdown menu with three options: "Create New Meeting in a Set", "Create New Meeting in a Set", and "Create New Meeting outside of Set". The foreground window is titled "Meeting Set" and displays a search interface with a search bar and a "Find" button. Below the search bar is a table of results with 8 items, each with an "Add" link, a "Code", and a "Description". A "Selected (Single)" section below the table shows one item selected: "PM" with the description "Project Management Meetings".

Code	Description
CM	Client Meeting
CPM	Contractor Progress Meeting
EB	Executive Briefing
PM	Project Management Meetings
SAFETY	Site Safety Meeting
Staff	Staff Meeting
Code	Description
DRM	Design Review Meeting

Code	Description
PM	Project Management Meetings

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.

- Click OK to open the Meeting Minutes document.

- 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.

MEETING: Weekly Meeting (CM0001)
Open

Main | Attendees & CCs | Topics | Meeting Items | Properties

SUMMARY

Current State :	Open	Managing Company :	GC Training Company
Meeting Set :	CM : Client Meetin	Start :	
Meeting Number :	CM0001	Items Not Discussed :	2 / 2
Title :	Weekly Meeting	Items Not Completed :	1 / 2
Order In Set :	1 of 1	Latest Meeting :	This is the Latest Meeting

DETAILS *

Current State :	Open				
Title :	* Weekly Client Meeting: 1 August 2009				
Meeting Set :	CM : Client Meeting				
Meeting Number :	* [] - [CM] - 0001				
Managing Company/Contact:	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Company</th> <th style="width: 50%;">Contact</th> </tr> <tr> <td>CM Training Company</td> <td>Cam Mortar</td> </tr> </table>	Company	Contact	CM Training Company	Cam Mortar
Company	Contact				
CM Training Company	Cam Mortar				
Prepared By Company/Contact:	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Company</th> <th style="width: 50%;">Contact</th> </tr> <tr> <td>CM Training Company</td> <td>Cam Mortar</td> </tr> </table>	Company	Contact	CM Training Company	Cam Mortar
Company	Contact				
CM Training Company	Cam Mortar				

MEETINGS DETAILS

Location :	1500 Westside Parkway Conference Room A				
Start :	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Time</th> </tr> <tr> <td>08/01/2009</td> <td>9:00 AM</td> </tr> </table>	Date	Time	08/01/2009	9:00 AM
Date	Time				
08/01/2009	9:00 AM				
End :	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Time</th> </tr> <tr> <td>08/01/2009</td> <td>10:00 AM</td> </tr> </table>	Date	Time	08/01/2009	10:00 AM
Date	Time				
08/01/2009	10:00 AM				
Purpose :	Initial weekly meeting with owner.				
Notes :					

NEXT MEETINGS DETAILS

Next Meeting Location :	1500 Westside Parkway Conference Room A				
Start :	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Time</th> </tr> <tr> <td>08/08/2009</td> <td>9:00 AM</td> </tr> </table>	Date	Time	08/08/2009	9:00 AM
Date	Time				
08/08/2009	9:00 AM				
End :	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Time</th> </tr> <tr> <td>08/08/2009</td> <td>10:00 AM</td> </tr> </table>	Date	Time	08/08/2009	10:00 AM
Date	Time				
08/08/2009	10:00 AM				

SETTINGS

Send Meeting Item Notices :	<input checked="" type="checkbox"/> Send notices to all Responsible Contacts when the Meeting document moves to the Approved state.
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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.

- 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.

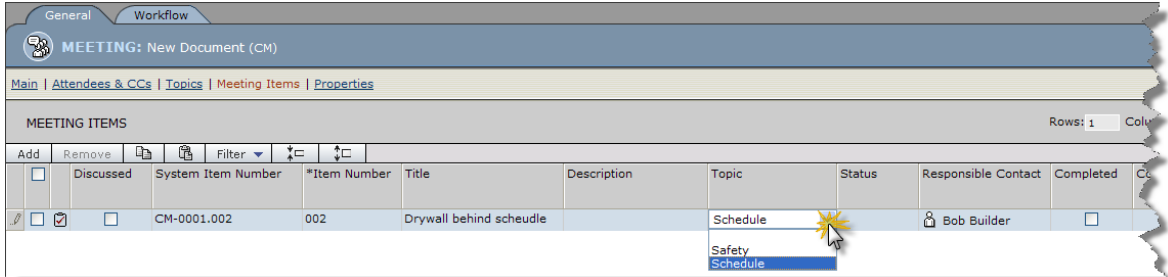
	Present?	*Company	*Contact	*Attendee or CC	Notify On Approval	Notes
>	<input type="checkbox"/>	AE Training Company	Archie Tech	Attendee	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	GC Training Company	Bob Builder	Attendee	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	CM Training Company	Cam Mortar	Attendee	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	Meridian Systems Inc.	Rob Hovey	Attendee	<input checked="" type="checkbox"/>	

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.

- 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.

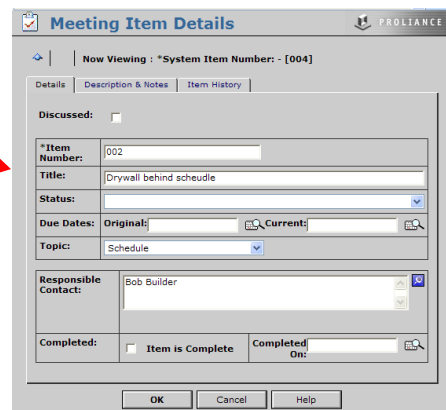
	*Topic	Topic Description	Topic Details	In Use	Order
>	Safety			Yes	001
	Schedule			Yes	002

- 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:

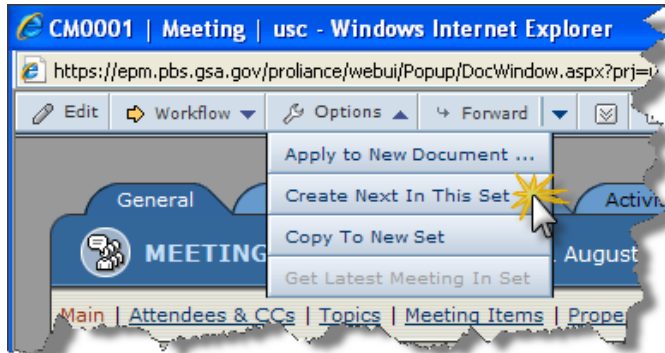
	<p>Copy/Paste: select an item by clicking the check box at the far left of the row, then click the Copy button. Click the 'Add' button to add a new blank line, then select the line by checking the box at the far left of the row and click the Paste button.</p>
	<p>Filter: click the arrow next to the 'Filter'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



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

Create the Next Meeting in a Set

- Open an existing meeting
- From the toolbar, click 'Options', then select 'Create Next In This Set'



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

The screenshot shows a table titled 'MEETING ITEMS' with columns: Add, Remove, Discussed, System Item Number, *Item Number, Title, Description, Topic, Status, Responsible Contact, and Completed. The table contains two rows of data. A red arrow points to the 'Completed' column header.

Add	Remove	Discussed	System Item Number	*Item Number	Title	Description	Topic	Status	Responsible Contact	Completed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CM-0001.001	001	Hardhats	Put them on	Safety	Info Only (No Action)	Archie Tech	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CM-0001.002	002	Drywall behind schedule		Schedule	Item is In Progress	Bob Builder	<input type="checkbox"/>

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: