# **Meeting Minutes Quick Reference Guide**

This topic provides a reference for the **Meeting Minutes** activity center.

## Purpose

Use the **Meeting Minutes** activity center to streamline the management of agendas, minutes, and commitments associated with project meetings. The **Meeting Minutes** activity center synchronizes with Microsoft Outlook to ensure that meeting commitments don't slip through the cracks.

# Audience

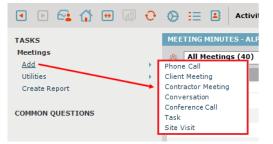
Internal project team members. External project team members can view meeting minutes from the Info Exchange website (based on permissions).

# **Key Features**

- View, add, track and manage project meetings, agendas, discussion topics and events.
- Keep project teams focused on their highest priorities by efficiently tracking and communicating discussion items and commitments.
- Create meetings in Microsoft Outlook and file them in a project using the Project Center Add-in for Microsoft Outlook.
- Add open action items, RFIs, supporting documents and other project items as discussion items for a meeting.
- Carry open discussion items across a series of meetings until they are resolved.

### To create a Meeting in Newforma Project Center

 In the Meeting Minutes activity center, select Add from the Tasks panel and select the type of meeting you want to create.



 In the Create Meeting dialog box enter a Title for the meeting, indicate the Start Date and time, End Date and time, add Team Members invited to the meeting, and other information as needed.

🜲 Create Meeting	– o x
Title:	Color: Type: Conference Call
Start Date:	■▼ 8:00 AM V Location
End Date:	■▼ 8:30 AM V All day event
Details Meeting Content	Email Log (0) Supporting Documents (0) Related Items (0) Change Log
Invites       Adam Klose         Created By:       Adam Klose         Team Members:       Selected Tr ∨         Team Members       ∧         CC for Minutes       ∨	Meeting Details with Attendees  Record meeting details  Actual start time: Monday , April 20, 2020  Attendees:
Comments: B / U & Verdana ~	] 10 ∨ <u>A</u> • f f. ∷ ¦∷   Ξ ≡ ≡ ≡ Ξ Ξ Ξ   ⊞ 🐤   15 <b>∠</b> @
Appears on Info Exchange Cale	andar View Form and Send Meeting Minutes OK Cancel Help

The **Type** field defaults to the type you chose when you created the meeting, but it can be changed if needed.

3. If you want to make it a recurring meeting, click the **Recurring** button and set the recurrence details in the **Calendar Item Recurrence dialog box**.

💑 Create Meeting		- 🗆 X
Title:	œ	Color: Type: Conference Call
Start Date:		8:00 AM V Location
End Date:	-	8:30 AM V All day event

4. Click **OK** to save.

#### To create a Newforma meeting from Outlook

Another way to create a Newforma Meeting is from your Outlook calendar.

 Add the meeting as usual from your Outlook calendar. Invite attendees and fill in other information as needed. Instead of selecting the usual **Send** button, select **Send and Create Newforma Meeting**. This sends the invite and creates a Newforma meeting at the same time.

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File	Mee	ting Insert For	mat Text Review Helj	p Q Tell	me what you	want to do					
X Delete	¤ ₽, •	<u>کی</u> Send and Create Newforma Meeting *	Appointment Scheduling Assistant	Skype Meeting	Meeting Notes	Attendees	Options	Tags	) Insights	View Templates	
Actio	ns	Newforma	Show	Skype Mee	Meeting N					My Template:	5 ~
1 You h	naven't s	ent this meeting invitatio	on yet.								
	То	.									
=	Subject	:									
Send	Locatio	n								Roon	15
	Start tir	me Wed 4/22/2020	10:00 AM	▼ All da	ay event						
	End tim	Wed 4/22/2020	11:00 AM	Ŧ							

2. In the **Select Project dialog box**, select the project where you want to create the meeting and select **OK**.

🜲 Select Project			×
Search Proj	ects		✓ Q + × Ø
My Projects All Projects			
Location: All Locations	$\sim$		
Name 🔺	Number	Company Roles	Project Manage 🔨
<b>T</b>	7		7
🖂 1750 Elm Street Renovation	2019-04	State University Foundati	Adam Klose 02
🖂 Adelaide Convention Centre Red	PRJ00071	Jefferson Mill Associates	Charles Livingsto
Alpengrove Science Center 12	1999009.12	Alpine College-Client, Jeff.	
Alpengrove Science Center 24	1999009.24	Alpine College-Client, Dirt.	Bob Welder 24
🖂 Alpengrove Science Center NW	1999009.NW	Alpine College-Client, Jeff.	
🖂 AUS_POST			Marvi Murphy
<			>
47 Projects in All Locations			
Add to My Projects		ок	Cancel Help

3. In the **Create Meeting dialog box**, fill in the rest of the meeting information as needed and click **OK**.

Information created in Outlook appears as read-only in the Newforma meeting.

#### To set the meeting agenda

Once you have created a meeting, the next step is to set the agenda.

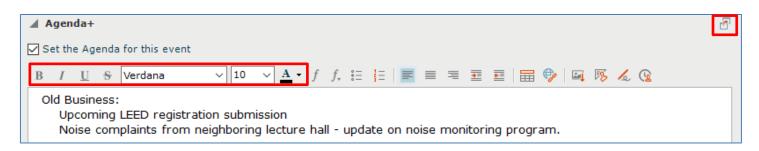
1. Select the Meeting Content tab and check the box to Set the Agenda for this Event.



- 2. If the meeting is not open, select it in the **Meeting Minutes** activity center and select **Modify** from the **Tasks** panel.
  - TASKS Selected Meeting Modify View Form Send Email Delete Create Related Items Report
- 3. In the **Carry Forward Agenda Items dialog box**, select **Yes** to copy the agenda and discussion items from a prior meeting, or **No** to create your own agenda either by typing it or copying and pasting from a Word document.

<b>A</b> C	arry Forward Agenda Items							×
<b>00</b> Ca	iny roiward Agenda iteriis							
Wou	ild you like to select an agenda or o	liscussion items from a	previous meeting?					
0	No, do not select a previous meeti	ng						
۲	Yes, select a previous meeting and	d carry forward the me	eting minutes					
	8 All Meetings (15)	~		Filter All	Columns		×	0
	Subject	Туре	Start Date 🔻	Er	nd Date	Location		
	Ŧ	Client Meeting 👳		Ŧ		Ŧ		$\overline{\mathbf{x}}$
	Project Status Meeting	Client Meeting						
	Project Status Meeting (Series)	Client Meeting						
	test meeting	Client Meeting						
	Mid project review - architectural	Client Meeting						
	Weekly OAC 03/14/2018	Client Meeting						3
	<	_						>
	15 Meetings in 'All Meetings' - 5 showin	g after filter						
					ОК	Cancel	Hel	p

4. Use the formatting tools if needed to format text. Select the button in the upper right-hand corner of the tab to expand the panel for more editing room.



 Expand the Discussion Items area. If you copy the agenda from a prior meeting, any discussion items are also copied. Edit as needed. You can also add or remove items such as action items and RFIs using Copy Items from Another Meeting, Identify New Action Items, and Remove. Double-click items to update details if needed, or add supporting documents.

Details	Meeting Content	Email Log (0)	Supporting Doc	uments (0)	Related It	ems (0)	Change Log	
Agenda+								8
A Discussio	n Items+							8
		Copy from ano	ther Meeting	Identify New	Action Item	Link Project It	ems Rem	ove
Subject			Туре			Workflow	Tea	am Me
💿 ASI for Fire	e Alarm Panel		Action	Item		In Progress	Adar	m Klo

### To view the meeting minutes form and send meeting agenda/minutes

 If you are ready to send the meeting agenda to invitees, select the meeting in the Meeting Minutes activity center and select View Form from the Tasks panel. Alternately, you can perform this step by modifying the meeting and checking the View Form and Send Meeting Minutes box at the bottom of the Modify Meeting dialog box.

TASKS							
Selected Meeting Occurrence							
Modify Occurrence							
Modify Series							
View Form							
Send Email							
Delete							
Create Related Items Report							

 The resulting merged Meeting Agenda/Minutes document appears. You can **Print**, or use **Save As** to save the file. If you are ready to send the meeting notice, select **Next Action** and choose **Send**, then click **OK**. This creates a PDF of the meeting notice and attaches it to the sent item.

🜲 Timeline Item - Project Status Meeting						<u>100</u> 9		×
	JEFFERSON MILL A		Contrac	ctor Meeting				^
	PROJECT	One Oak Street 12 2018001.12	DATE	4/30/2019 10:00 AM - 11:00 AM				
	ORGANIZER	Adam Klose 12	SUBJECT	Project Status Meeting				
	LOCATION	conference room						
	INVITEES	clewis@macdougall.com,	Adam Klose 12, Bob	Welder 12				
	ATTENDEES	Adam Klose 12 (Jefferson	Mill Associates 12),	Bob Welder 12				~
Print Save As			Next Action:	Send	~ Oł	<	Hel	р

3. The **Send Options dialog box** appears. You can send the document via Info Exchange or email. Select the send method and select **OK**.

4	Send Options	×
Ch	oose the method to send the document:	
In	fo Exchange with options $\sim$	
	end Options Vould you like to record a Project Transmittal for this File Transfer?	
0	No, just transfer the files	
	) 🚭 🛛 Yes, fill out a Project Transmittal	
	OK Cancel Help	

4. Select the files to send in the Select Files to Send dialog box and click OK. If you selected Info Exchange as the send method, the Transfer Files to a Newforma Info Exchange Server dialog box appears with the meeting notice attached. Select the recipients, fill out any remarks and other information as needed, and select Transfer. Complete the Transfer to Info Exchange Options dialog box as needed and select OK.

### To add minutes

During a meeting or after it is done you can update the meeting with the minutes.

- 1. Select the meeting in the **Meeting Minutes** activity center and select **Modify** from the **Tasks** panel.
- 2. Select the Record Meeting Details checkbox in the Meeting Detail with Attendees section of the

Details tab. Modify the actual start time and actual attendees if needed.

퉉 Create Mee	ting Occu	irrence								-		×
Title:	Project	Status Meeting				Ĩ	Color:	↓ Type: C	lient Meeting	)		~
Start Date:					5:00 AM	Locatio	Conference A					
End Date:					6:00 AM		day event					
Details	Mee	ting Content	Email Log (2)	Su	porting Documents	(0)	Related Items (3)	Change Lo	g			
_Invitees -					_ Meeting Details	with Atte	endees ———					
Modified By	(:	Adam Klose 12	(Jefferson Mill Assoc	ciate	Record meetin	g details						
Team Mem	bers:	Selected Team	Members	~	Actual start time	:				5:00 AM		~
Team Me	mbers			^	Attendees:							~

3. Select the **Meeting Content tab** and update, add or remove any discussion items. Enter minutes in the **Meeting Notes** section.



4. When the meeting is over and all discussion items and meeting notes are finalized, you can use the **View Form** task once more to send the updated meeting minutes to all attendees.

#### To view meeting minutes on Info Exchange

Both internal and external project team members with the right permissions can view meetings from Info Exchange.

 Log into the Info Exchange website and select the project. Select View > Project Information > Meeting Minutes. Meetings may also be seen on the Project Calendar.

nd Documents	Field I	lanagement	Contract Management				
File Transfers	Ð	Field Notes	q	Cost Codes			
Shared Folders		Daily Reports	$\bigotimes$	Submittal			
Document Sets	ð	Site Visits	?	RFIs			
Document Control	<b>(</b>	Punch List		Bulletins			
t Information	Buildi	ng Information Management	C†	Supplemental Instruction			
Open Items	8	Spatial Index	$\bigotimes$	Proposal Requests			
Project Email			Ø	Construction Change Directives			
Action Items			<b>(</b>	Change Order Proposals			
Meeting Minutes			$\checkmark$	Change Orders			
Project Team			<u>*Jn</u>	Contracts			
Project Calendar			%	Sketches and Supplemental Drawings			
Markup Sessions							
	File Transfers Shared Folders Document Sets Document Control tinformation Open Items Project Email Action Items Project Team Project Calendar	File Transfers  File Transfers  File Transfers  File Transfers  File Transfers  Document Control  File  Content Control  File  Content Control  File  File File	File Transfers     Image: Field Notes       Shared Folders     Image: Field Notes       Document Gottes     Image: Field Notes       Document Control     Image: Field Notes       Unformation     Building Information Management       Open Items     Image: Field Notes       Project Enail     Image: Field Notes       Project Calendar     Image: Field Notes	File Transfers               Field Notes             Shared Folders              Î             Daly Reports            Document Sets              Ši Site Visits            Document Control              Y             Punch List            Unformation              Building Information Management            Open Items              Site Visits            Project Email              Z            Action Items              Z            Project Team                Z            Project Cendera                Z            Project Cendera               Project Cendera               Project Cendera                 Project Cendera                   Project Cendera			

 In the Meeting Minutes log, select the Subject of a meeting to view the Meeting Minutes form. Select Print to print.

Meeting Minutes							
Subject	Туре	T Location					
Project Status Meeting	Client Meeting	Conference A					
Project Status Meeting	Client Meeting	Conference A					

- 3. Select **View > Project Information > Project Calendar** to view the meeting on the calendar.
- 4. Select the type of view you want (Day, Week, Month, etc.). Double-click on a meeting to see the **Meeting Minutes** form.

JUNE - AUGUST, ,			DAY WORK WEEK	WEEK MONTH TIMELINE AGENDA
Monday	Tuesday	Wednesday	Thursday	Friday
July 1	2	3	4	5
		Contractor Status Meeting 4:00 AM - 5:00 AM		🖉 Architect Site Visit
8	9	10	ш	12
		Contractor Status Meeting 4:00 AM - 5:00 AM		🔮 Drawings due 30%
				Project Status Meeting