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

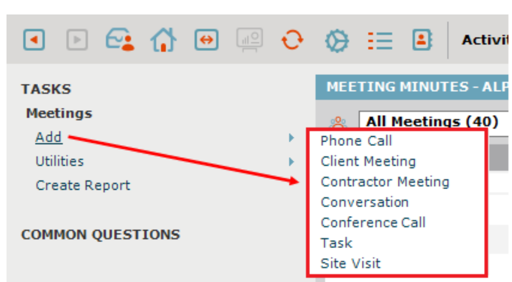
Internal project team members. External project team members can view meeting minutes from the Info Exchange website (based on permissions).

Key Features

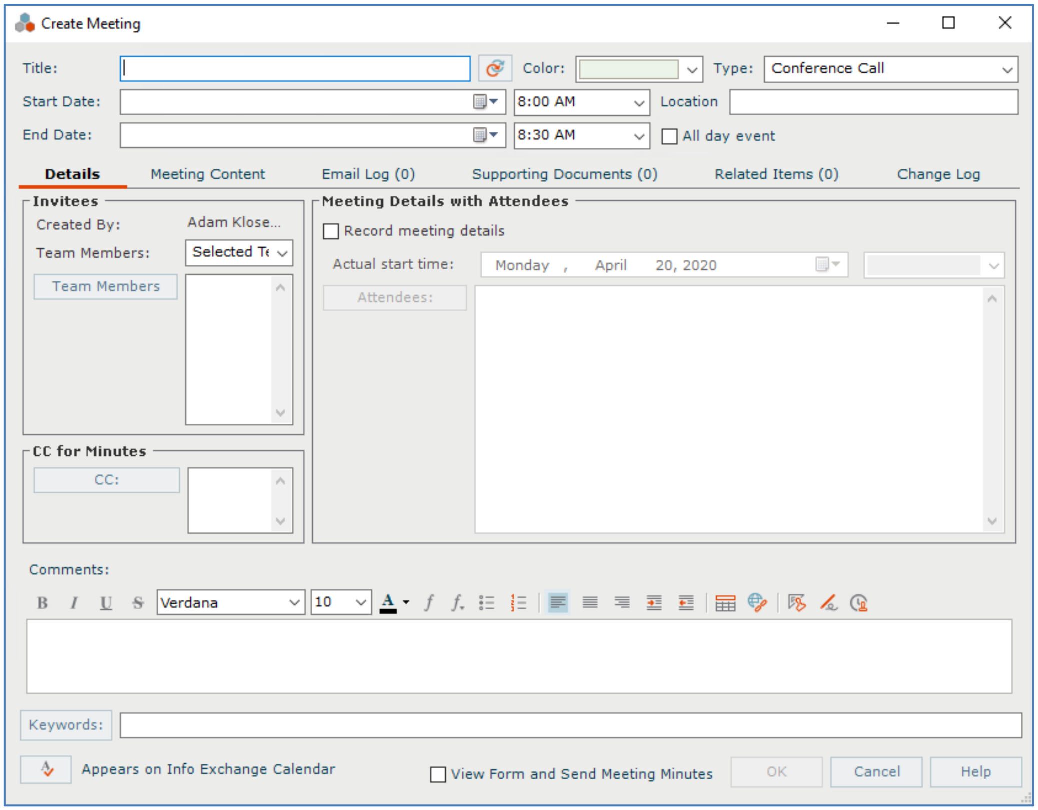
- View, add, track and manage project meetings, agendas, discussion topics and events.
- Keep project teams focused on their highest priorities by efficiently tracking and communicating discussion items and commitments.
- Create meetings in Microsoft Outlook and file them in a project using the Project 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

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

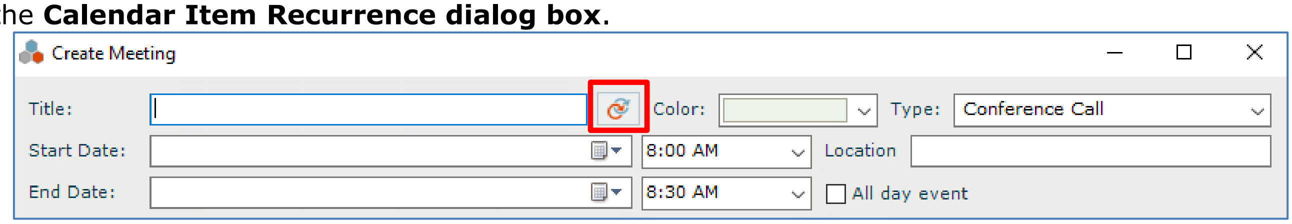


2. In the **Create Meeting** dialog box enter a **Title** for the meeting, indicate the **Start Date** and time, **End Date** and time, add **Team Members** invited to the meeting, and other information as needed.



*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**.

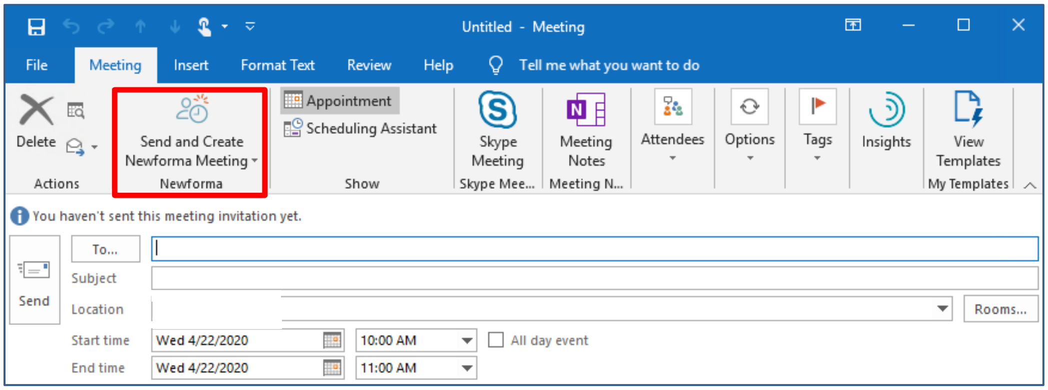


4. Click **OK** to save.

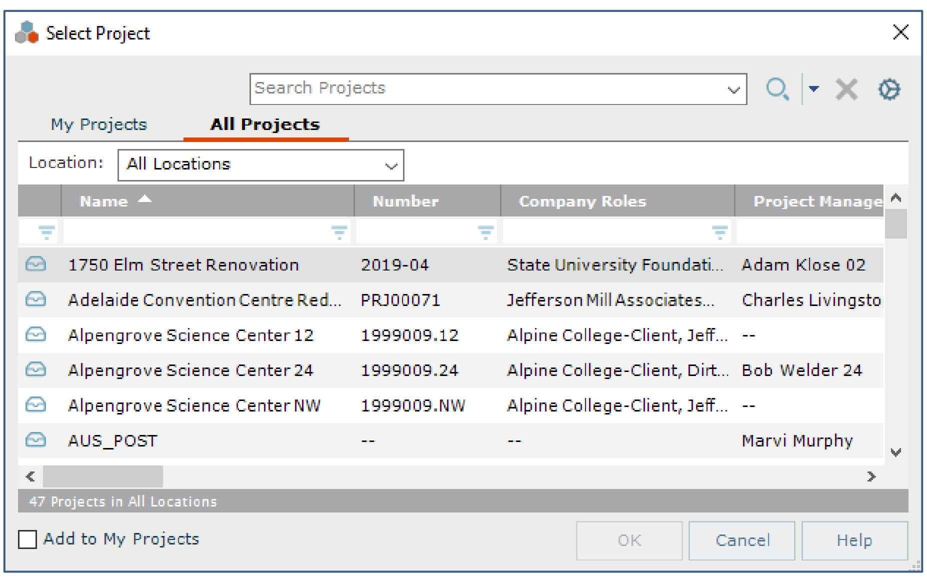
To create a Newforma meeting from Outlook

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

1. 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.



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



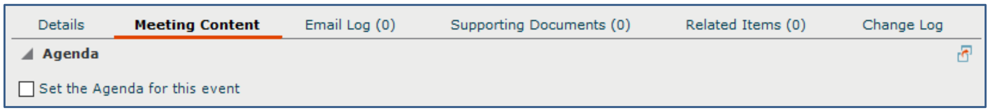
3. In the **Create Meeting dialog box**, fill in the rest of the meeting information as needed and click **OK**.

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

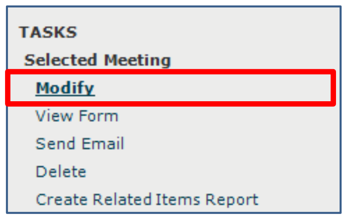
To set the meeting agenda

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

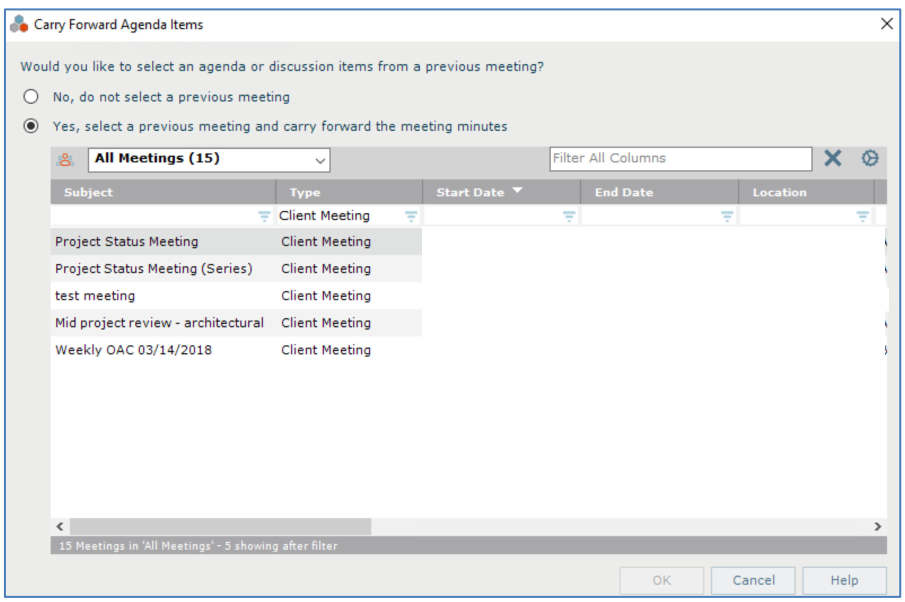
1. Select the **Meeting Content** tab and check the box to **Set the Agenda for this Event**.



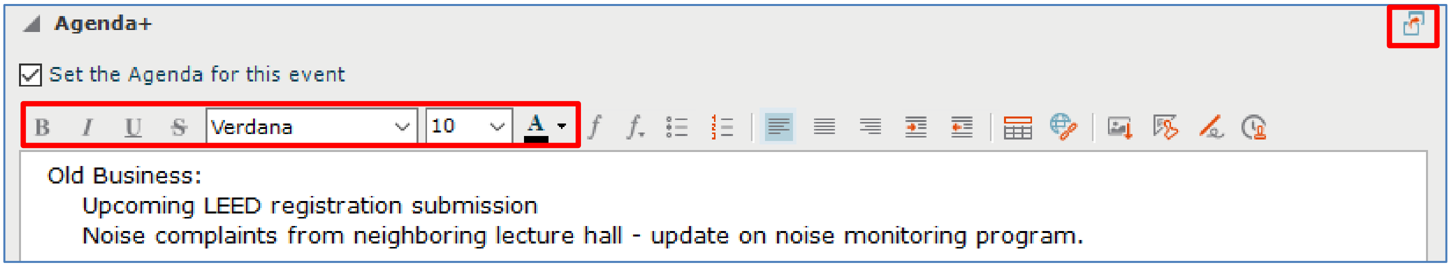
2. If the meeting is not open, select it in the **Meeting Minutes** activity center and select **Modify** from the **Tasks** panel.



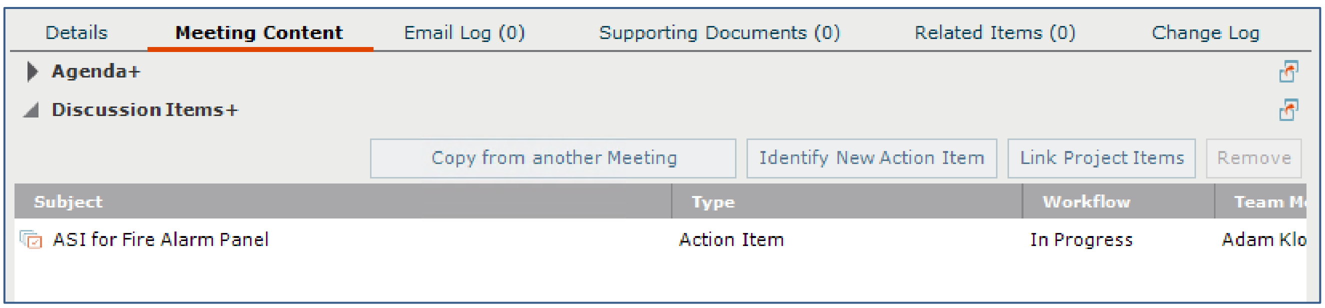
3. In the **Carry Forward Agenda Items dialog box**, select **Yes** to copy the agenda and discussion items from a prior meeting, or **No** to create your own agenda either by typing it or copying and pasting from a Word document.



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.

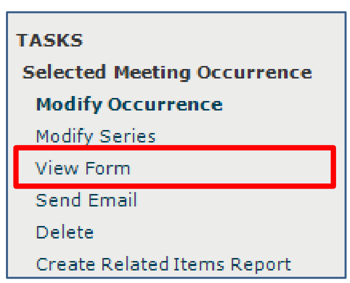


5. Expand the **Discussion Items** area. If you copy the agenda from a prior meeting, any discussion items are also copied. Edit as needed. You can also add or remove items such as action items and RFIs using **Copy Items from Another Meeting**, **Identify New Action Items**, and **Remove**. Double-click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

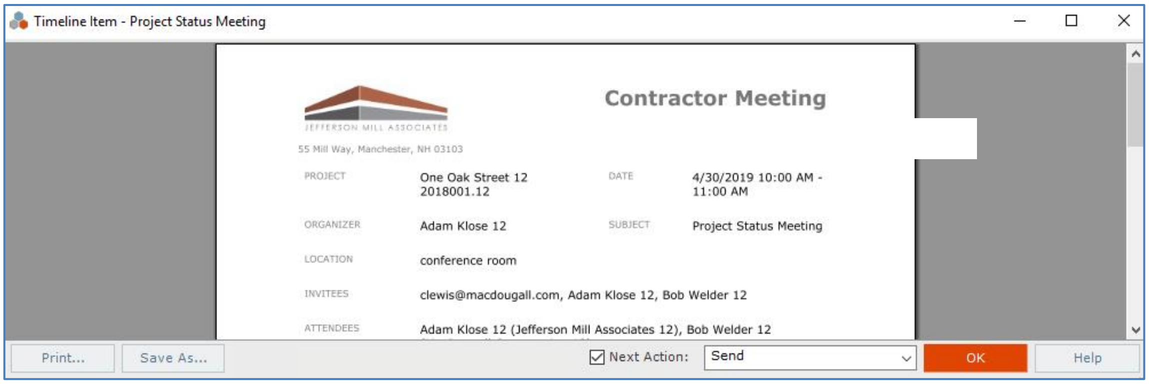


To view the meeting minutes form and send meeting agenda/minutes

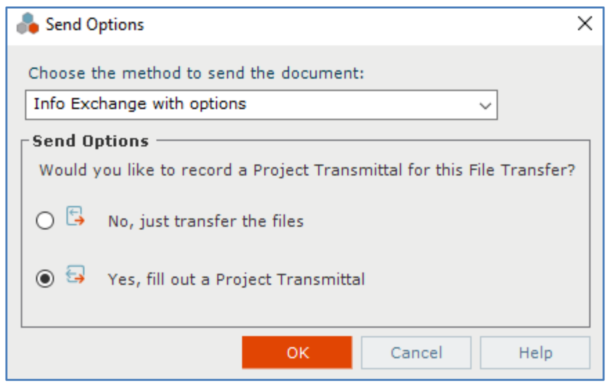
1. If you are ready to send the meeting agenda to invitees, select the meeting in the **Meeting Minutes** activity center and select **View Form** from the **Tasks** panel. Alternately, you can perform this step by modifying the meeting and checking the **View Form and Send Meeting Minutes** box at the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



2. 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.



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

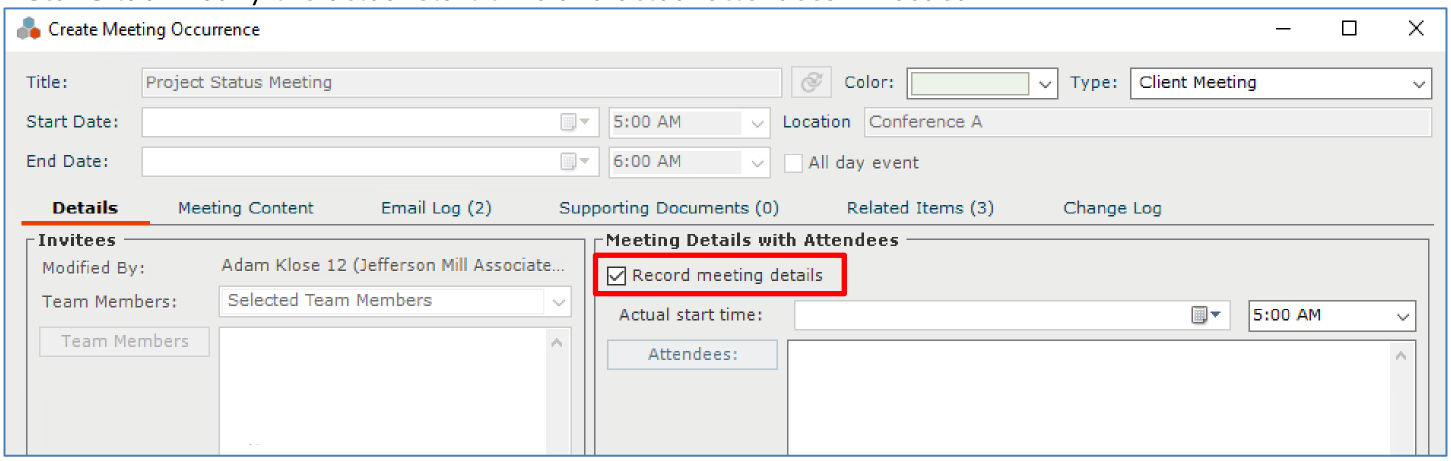


4. Select the files to send in the **Select Files to Send dialog box** and click **OK**. If you selected Info Exchange as the send method, the **Transfer Files to a Newforma Info Exchange Server dialog box** appears with the meeting notice attached. Select the recipients, fill out any remarks and other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

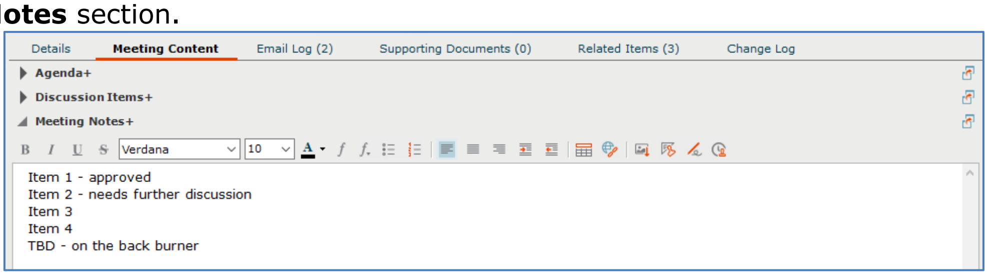
To add minutes

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.



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

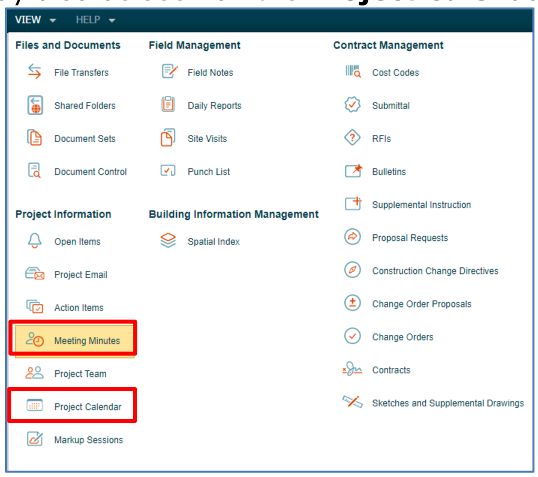


4. When the meeting is over and all discussion items and meeting notes are finalized, you can use the **View Form** task once more to send the updated meeting minutes to all attendees.

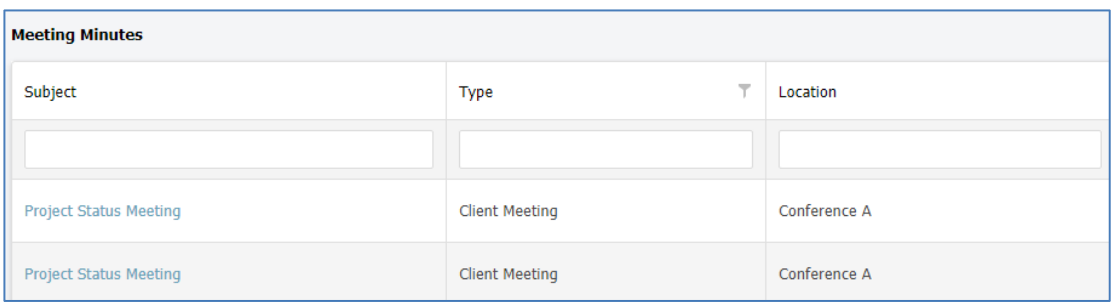
To view meeting minutes on Info Exchange

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

1. 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**.



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



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.