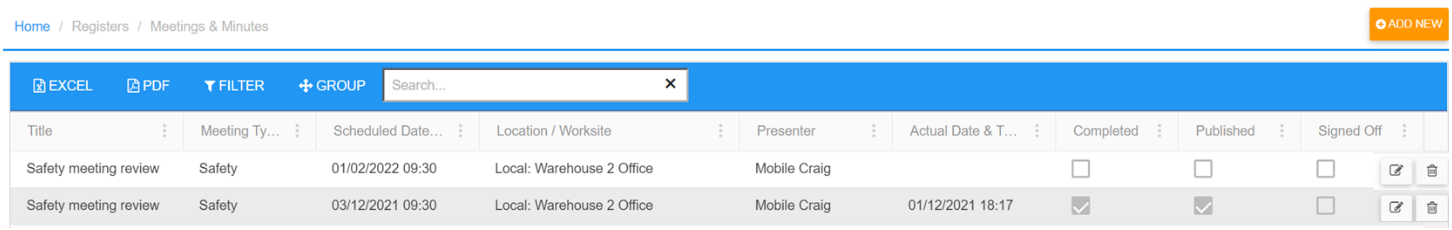
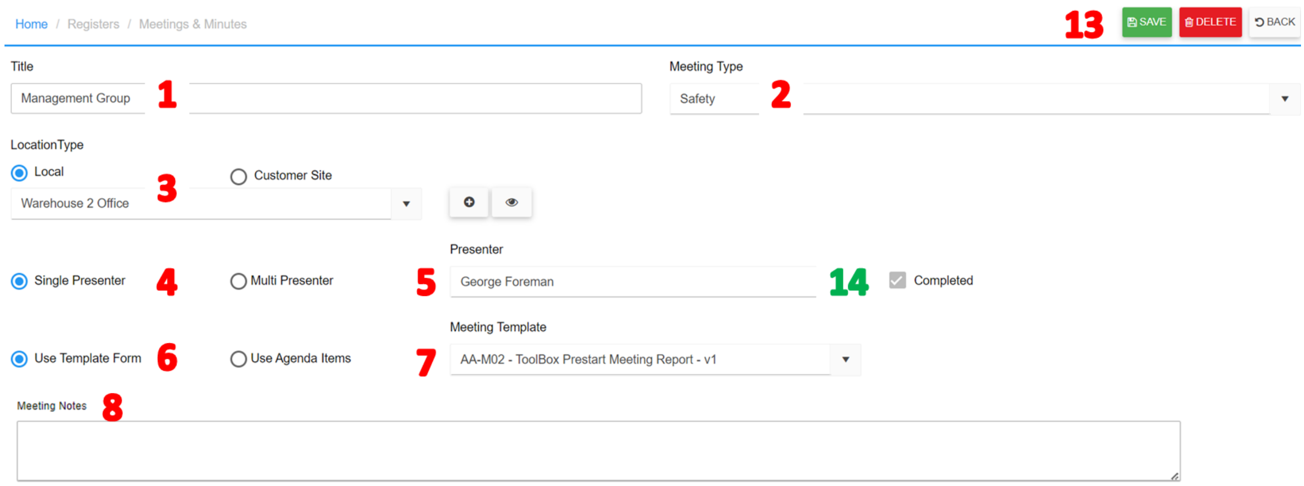
Meetings & Minutes

To create a new entry from Registers/Meetings & Minutes click **+ADD NEW**.

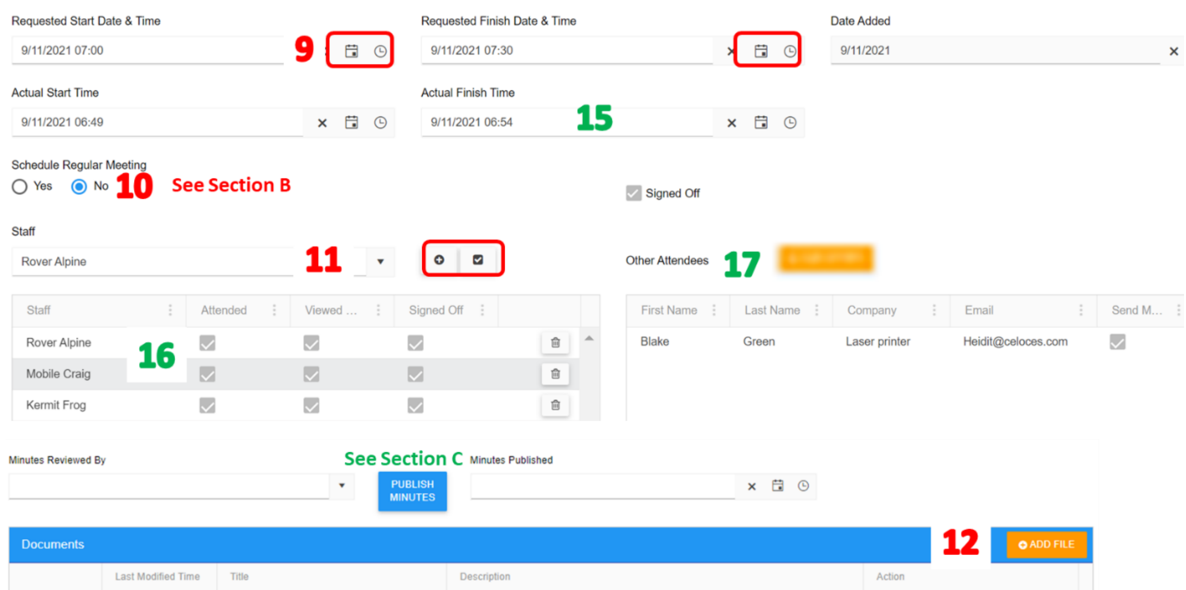


A. Creating Meeting

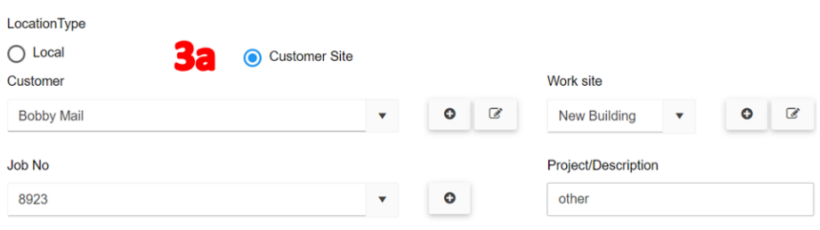
1. Type in a Title for the meeting
2. Select a Meeting Type.
3. Location Type will default to Local – select from the list as required or click + to add a new one. See below for Customer options.
4. Single Presenter will be selected as default – Multi Presenter is **NOT** currently available.
5. Select who will be taking the meeting.
6. Use Template Form will be selected as default – Use Agenda Items is **NOT** currently available.
7. Choose the Meeting Template to be used – see notes.
8. Type in any additional Meeting Notes as prompts for the presenter



9. Use the Date & Time buttons to select the requested Start & Finish details. Date Added will auto populate.
10. Schedule Regular Meeting defaults to No, you will need to save & reopen the meeting to select Yes – see section B.
11. Use the normal process to select staff either individually or populate with all – this can be left blank.
12. To attach any other documents for staff to review click **+ADD FILE**.
13. Click **SAVE** (see above image).

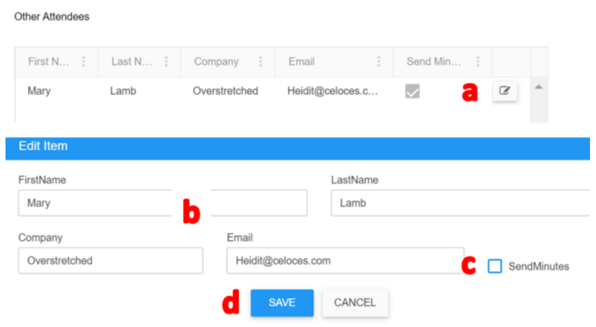


14. Completed will be ticked once Finish is selected in mobile app.
15. Signed Off will be ticked once task is signed off in mobile app.
16. Ticks will appear in Attended column when selected in the mobile app.
17. Other Attendees are added in the mobile app meeting task and relate to external attendees e.g. supplier reps etc.



3a. When Location type Customer Site is selected, fields will show allowing you to choose the required customer, worksite & job no.

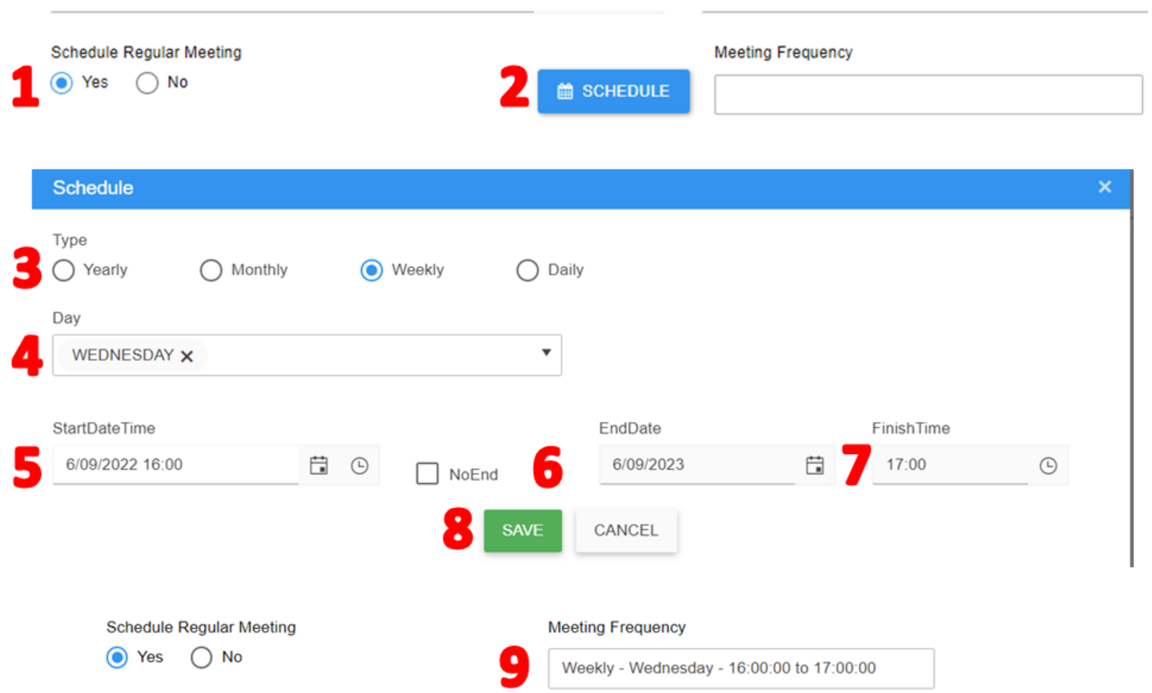
17. Other Attendees:
   a. Click to edit or to **+ADD OTHER** add any new ones.
   b. Change any details or select details. as required.
   c. Untick Send Minutes if this person does not required a copy of the minutes.
   d. Click **Save**.



B. Schedule Regular Meetings

1. Click YES to Schedule Regular Meeting.
2. Click SCHEDULE.
3. Select the Type.
4. Choose the day, month etc. - see below for other options.
5. Select the Start Date, this should be after the date you entered originally.
6. No End date will be unticked, and the End Date will be in 12 months. Change if required.
7. Check the Finish Time.
8. Click **SAVE**.
9. The schedule will now show in the meeting.

In the grid it will only show new meetings for the current month.
To view scheduled meetings for the next months tick “Show ALL Meetings” – see notes.

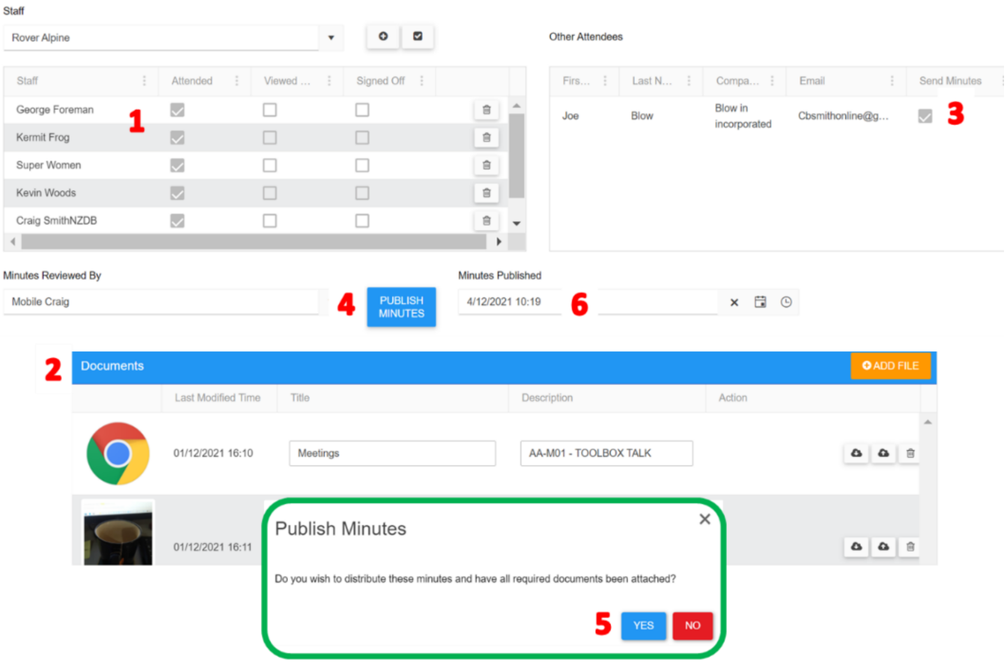


C. Publish Minutes

Once the meeting has been completed in the mobile app the Completed & Signed Off boxes will be ticked as per above. Use the **search box, Filters and Groups** to narrow down what is displayed.

Re-open the task in the web app by double clicking the line or click to edit.

1. Those who were marked as attended in the mobile app will now have a tick in the Attended column.
2. Documents will now have the minutes form completed on the mobile app, along with any other files added before or during the meeting. Click **+ADD NEW** if you need to include any other documents.
3. Details for Other Attendees will show on the right side double click to open and edit if required – see #15 above. The Send Minutes box will be ticked as a default. Untick if you are not required send this person the minutes.
4. Click **PUBLISH MINUTES**
5. Click **YES** to distribute the minutes.
6. The Minutes Published will now be populated, scroll back to the top and click **SAVE**.



For the presenter there will be a Meeting Task to complete & signed off in the Mobile App in Registers/Meetings. Staff selected in Attendees will only see a Meeting Reminder.

NOTES:

- Meeting Types are created and edited in **Administration/Company Set up/Meeting Type**.
- Meeting Templates will only show forms where Type = Meetings and Status = Locked.
- When **PUBLISH MINUTES** has been completed, then Staff will receive a task on the **mobile app** to sign them off. Other Attendees will receive an email with all the documents attached.
- Once **ALL** Staff have signed off the minutes in the mobile app, the signed off column will be populated on the grid.
- Contact support@safetyminder.co for a list of widgets that can be used in template forms for meetings.