

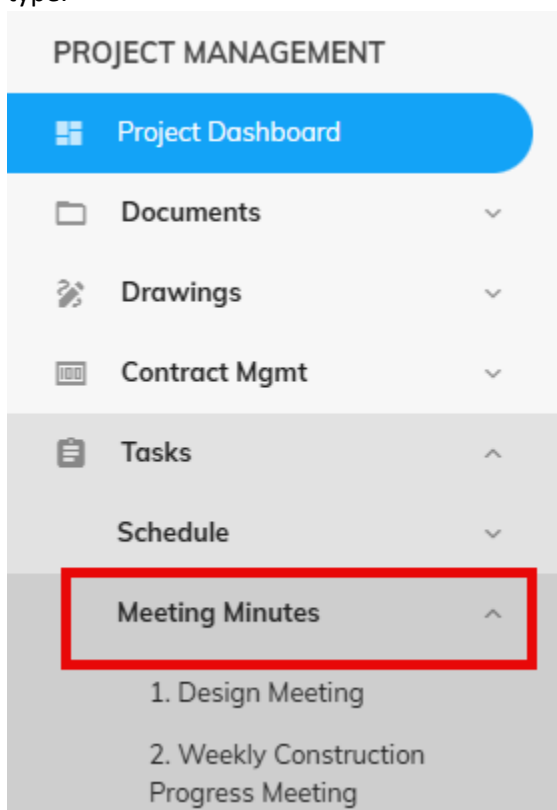
1. What is the Meeting Minutes Feature?

Projectmates cloud-based Meeting Minutes tool is a simple, yet critical module for managing all project-related meetings from the planning stage to the closeout of a project. Meeting Minutes allow users to track minutes and assign follow-up tasks to specific team members. The team can track due dates, status and completed dates, as well as distribute those minutes to attendees and others via automatic email.

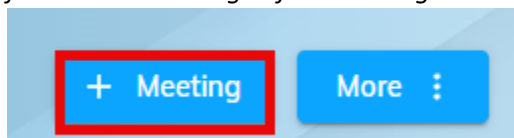
2. Creating Meetings

A project's meeting minutes can be accessed by navigating to the project through the **My Projects** page.

1. Once inside of a project, click **Tasks > Meeting Minutes**. From there, select the appropriate meeting type.



2. Click the **+ Meeting** button found on the upper right to begin creating a new meeting.
Note: You may only have one draft meeting at a time. If you have one in draft status, you must finalize the meeting before creating a new meeting.



3. On the **Details** tab of the new meeting page, updated the **Meeting Date/Time** and add **Place** and **Attendees**.

Details Topics and Discussions History

Meeting Date/Time [EST] *
Jan 22, 2025 01:00 PM

Place *
Building A, Small Conference Room

Next Meeting Date/Time [EST]

Next Place

Prepared By *
Culbertson, Kaely | Internal - Director | Systemates

Attendees *

☒ User ☐ Role

Users
Culbertson, Kaely × Goodman, Harvey × Schott, Anita × Sherman, Ed × Type here to select...

4. If you have other attendees that are not users in the project, input their email address under the **Other Attendee** area. Hit **Enter** after each email to add them to the attendee list. By default, the **Send email to attendees when finalized** is selected to automatically send the final meeting minutes to attendees.

Other Attendees

Users

Contacts

Enter valid email address and hit Enter

patricia.culbertson@designers.com ×

☒ Send email to attendees when finalized

5. Click the **Save Draft** button to save your changes.

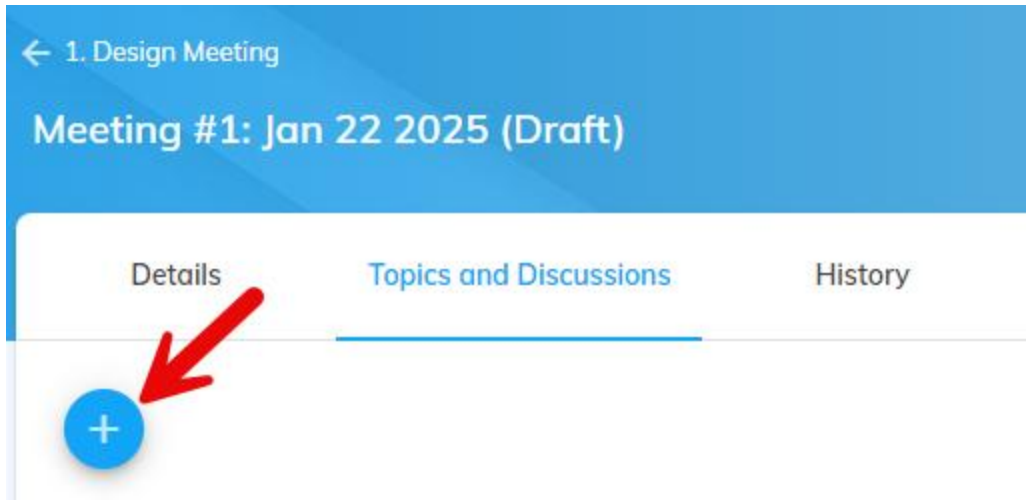
 Save Draft

More ⋮

6. Once your draft is saved, click the **Topics and Discussions** tab to begin recording the meeting notes.

3. Creating and Editing Topics

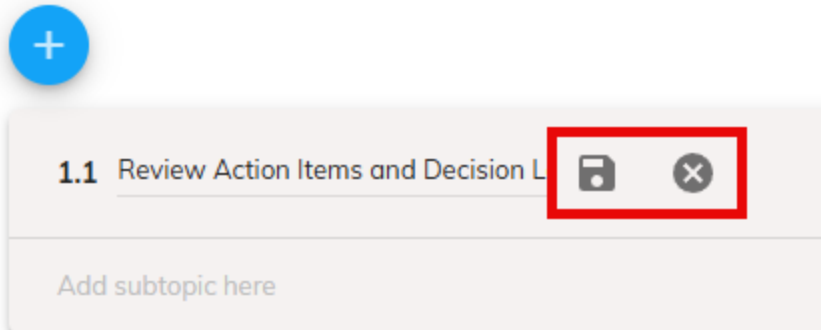
1. Once inside a draft meeting, the **Topics and Discussions** tab can be accessed at the top of the draft meeting. To create a new topic, click the + button.



2. Enter the name of the topic and click the **Save** button. The new topic will automatically be given a number once added and a pop-up screen will display to begin entering the first discussion.

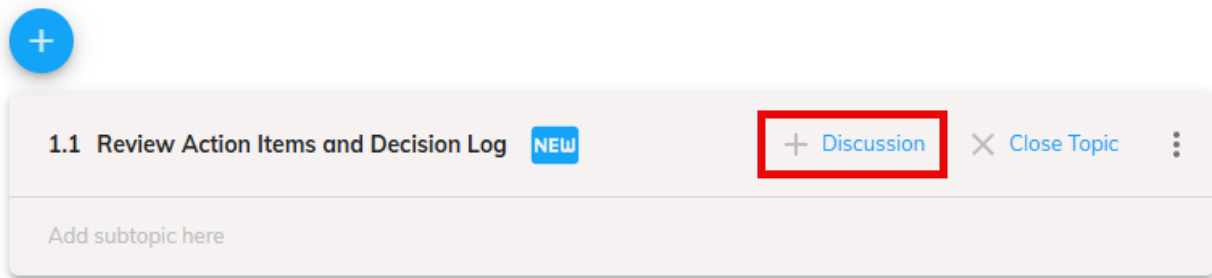
A screenshot of a 'Create a New Topic' form. The title 'Create a New Topic' is at the top. Below it is a text input field with a red border. Inside the field, the text 'Review Action Items and Decision Log' is entered. Above the input field, the label 'Topic *' is visible. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

3. To edit the name of a topic, click the topic name. This will allow you to make changes. Click the **floppy disk** icon to save the changes or **X** icon to cancel. Any topic created or kept active will carry to each future meeting.



4. Creating and Editing Discussions and Assigning Resources

1. To create a new discussion within a topic, click the + **Discussion** link to the right of the topic name.



2. This will open up the Discussion window. An optional subtopic can be entered in cases when there are many discussions within a topic. Enter the detailed notes of the discussion. Optionally, the user can attach a document, assign responsibility, and due date. Click **Save** to add this discussion to the

topic.

Add subtopic here

New Discussion *

Normal **B** *I* U                   

Jan 22, 2025 - Team reviewed open items in the decision log. Final decisions were made related to the signage. Anita agreed to maintain the log between touch bases.

Attachment Select 

Only APP, BMP, CSV, DOC, DOCX, DWF, DWG, EML, GIF, JPEG, JPG, MOV, MP3, MP4, M4A, MPP, MPPX, MSG, PDF, PNG, PPT, PPTX, RDL, RVT, SVG, TXT, WMV, XLS, XLSX, XLSM, XML, XYZ, ZIP, AVI, TIFF, PCX, PGM, PICT, XER, XLSB, ACD, CD3, OBJ, F01, O03, G04, PRJ, KMZ, PSD, DGN, SKP, TIF, RFA, DXF file formats will be accepted.

Assigned To

☒ User ☐ Role

Users

Schott, Anita  Type here to select...

Due Date 

Cancel Save

3. Once saved, the discussion will be shown under the topic. To edit an existing discussion, click the **pencil icon** to the right of it. Make the necessary changes and click **save**. Any resource assignments will appear in the assigned user's **My Work** area once the meeting is finalized.

1.1 Review Action Items and Decision Log NEW

+ Discussion X Close Topic 

Add subtopic here

Jan 22, 2025 - Team reviewed open items in the decision log. Final decisions were made related to the signage. Anita agreed to maintain the log between touch bases.

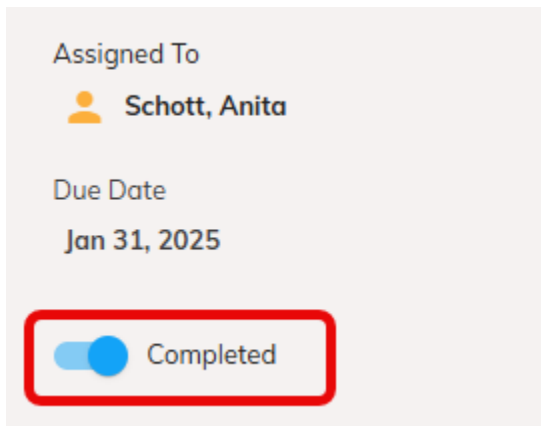
Assigned To  

 Schott, Anita

☐ Mark As Complete

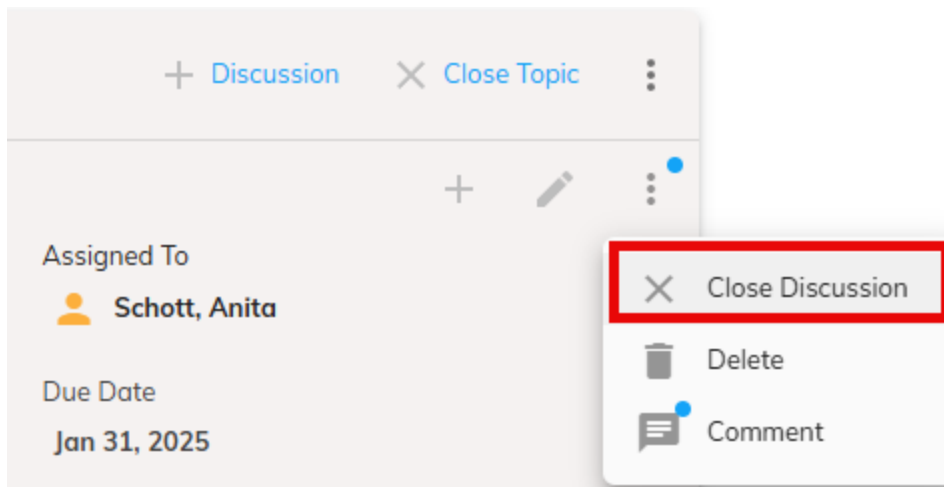
5. Completing Resource Assignments

If an item is assigned to a user, that user can click the **Mark as Complete** toggle to complete the item and remove it from their **My Work** area.



6. Closing a Discussion

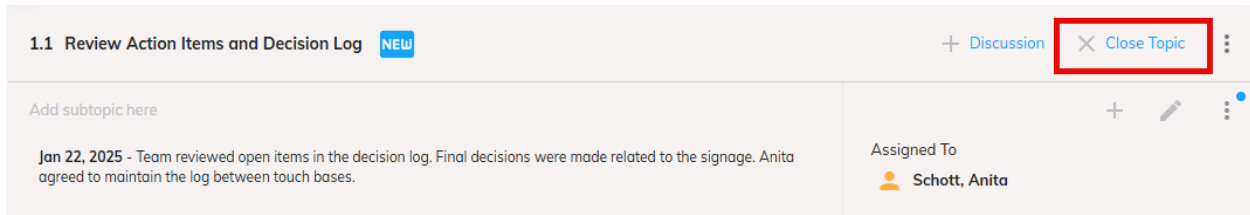
Any Discussion kept active (not closed) will carry to future meetings. To close a discussion, click the **triple dot** icon to the right of the discussion and click **Close Discussion**. This will flag the discussion as closed so that it does not carry forward to future meetings.



7. Closing a Topic

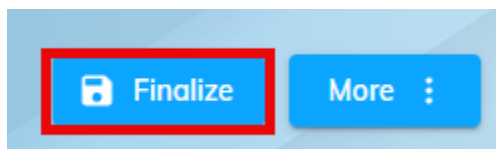
Any Topic kept active (not closed) will be carried to future meetings. To close a Topic, click **Close Topic** to the right of the topic. This closes the topic and any of its discussions for future meetings.

Note: As a best practice, establish standard agenda topics that occur from meeting to meeting. Leave these topics open for the duration of the project or phase. Under a given topic, you can then add meeting-specific discussions and close these discussions once resolved.



8. Save and Finalize a Meeting

To finalize a meeting, locking it as a historical record, click **Finalize** in the upper right corner of the meeting. If discussion items were assigned to users, finalizing the meeting also pushes these items to assignees' **My Work** area. Finalized meetings cannot be edited; however, an Addendum may be added to a meeting if needed.



9. Creating an Addendum

1. To create a meeting addendum, open the meeting and click the **+ Addendum** meeting in the upper right corner of the meeting.



2. From the create addendum screen, enter the description. Upload any attachments if needed and notify users of the new addendum published. Click **Save and Finalize**, then **confirm** to publish the addendum.

Create Addendum

Description *

Normal

B

I

U

~~✖~~

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

Harvey agreed to bring donuts to the next meeting.

Attachment

Select



Notify *



User



Role

Users

Goodman, Harvey



Type here to select...



Close

Save And Finalize