PROJECT PERFECT
Pty Ltd

Meeting Administrator

User Manual
Version 1.0

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Overview

The Problem

It would be hard to argue with the idea that a meeting runs more smoothly if there is an agenda, minutes are produced and action items allocated and followed up. Unfortunately it often does not happen that way. There are a number of reasons, but most relate to the fact that it is too much trouble. To prepare an agenda, record and distribute minutes then allocate actions in a formal manner can take longer than the meeting.

The Solution

The answer is to make the whole process quick and efficient. That is what Meeting Administrator will do for you.
To give an example, if you are doing an agenda, you list all the points to be covered in the meeting. After the meeting, you repeat the process and add all the items again into the minutes. Why not enter the items in the agenda, and use that information to form the basis of the minutes? That is just one way Meeting Administrator will help you cut down the time to record meeting information.

The Big Picture

Think of a meeting as three levels of information.

- **The generic information.** The meeting name, venue, date and time and invitees.
- **The meeting items.** What are the topics to be discussed in the meeting, who is responsible and how long should each item be allocated. After the meeting has been held, was the item resolved, and what was decided.
- **Actions.** For each meeting item, who is to do what, and when is it to be completed by.

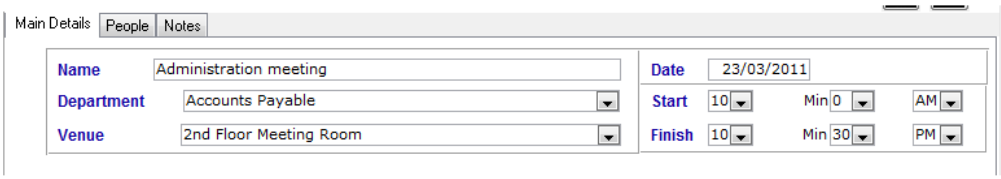
Quick Start Guide

Overview

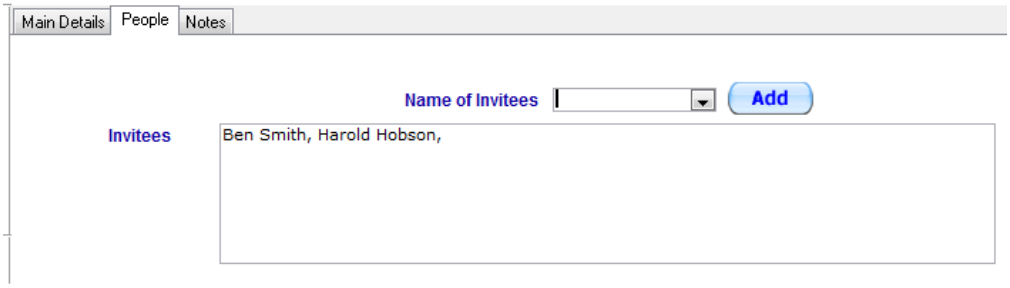
Once you have the software set up, this section will get you started. We cover setup of the program in the next section of the guide.

Meeting Information

You record the generic information about the meeting in the Meeting screen. On the "Main Details" tab, record name, time and venue. If you want you can record your category – in this case department - from a drop down list.



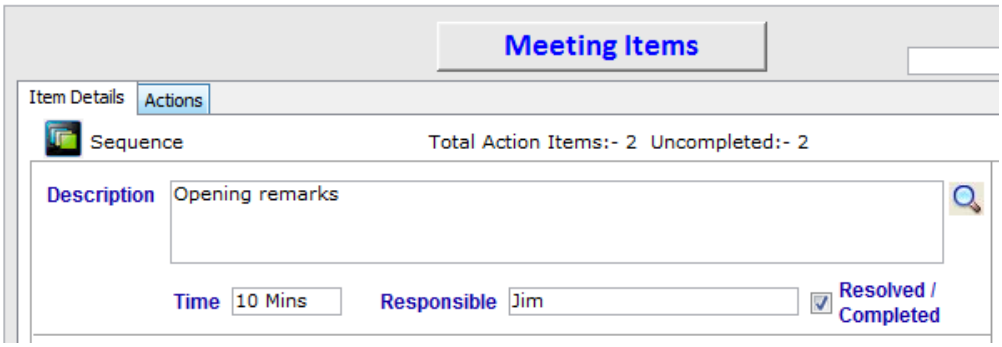
You record invitees on the second tab under "People". Pick the people from a drop down list, and click the "Add" button.



There is the ability to add Notes in the final tab if you need to include more ad hoc information.

Meeting Items

Now you are ready to add items to your agenda. Add a description for each meeting item and who is responsible. If you want, add a time to be spent on that item. This will appear on the agenda.



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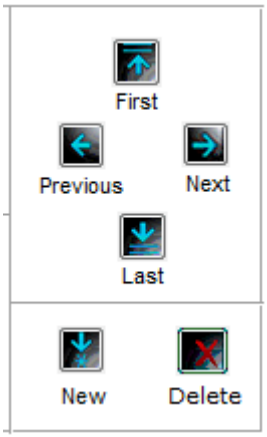
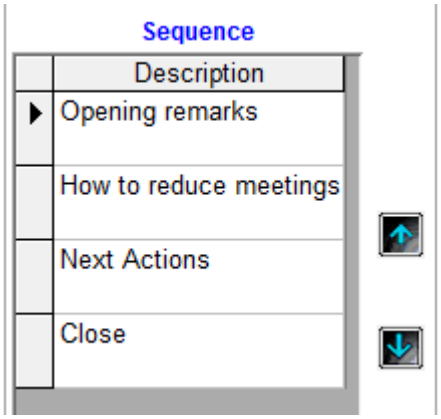
Meeting Items (cont.)

On the right is a navigation panel. Use this to go to the first, next, previous or last item. You can also add or delete items from the agenda. Don't worry about getting the order right for the agenda. You can change the order later.

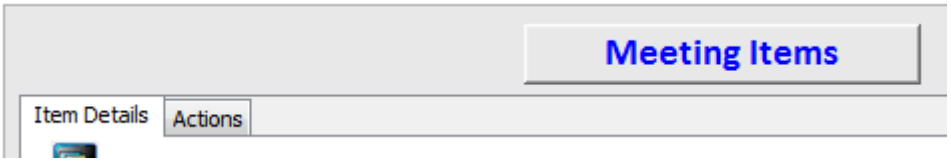




On the left you will see the agenda items appear. You can move them up or down the sequence using the arrows. Just highlight the item (you can see the highlighted item with the arrow on the left) and use the up and down arrows to move it around.
Double clicking an item will display it on the right main section for meeting items.

Actions

Each meeting item has a tab for actions. Each meeting item can have none, one or many actions.



The "Action" tab is where you enter the actions decided at the meeting for that particular meeting item. For your first meeting, there will probably be no actions. For subsequent meetings, you may want to carry over actions from a previous meeting. We will cover that process in the more detailed explanation of the program.

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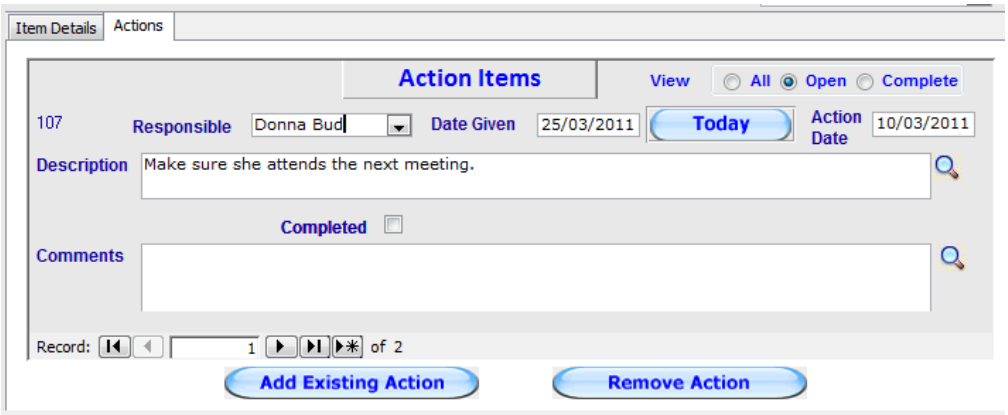
Actions (cont.)



The key parts of this screen are:

- Responsible (the person who has to carry out the action
- Action Date (when it has to be done by)
- Description (what needs to be done)

Agenda

You now have all the information you need to produce an agenda. There are a few other things on the screen such as your logo and company name but they are set up in the administration section of the program

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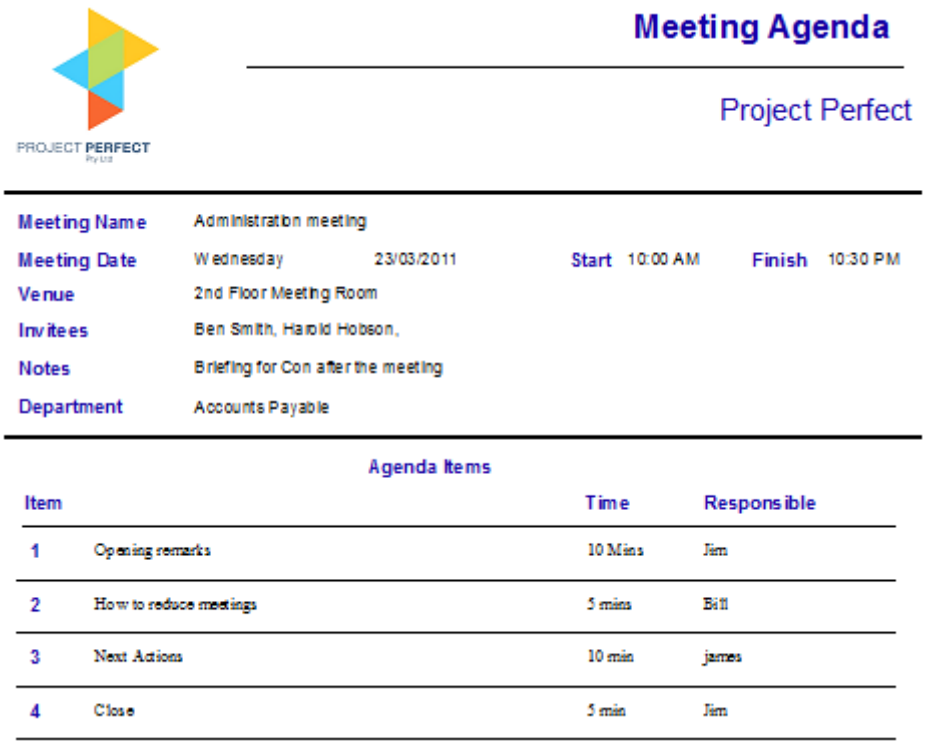

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Meeting Agenda

Project Perfect

Meeting Name	Administration meeting				
Meeting Date	Wednesday	23/03/2011	Start	10:00 AM	Finish 10:30 PM
Venue	2nd Floor Meeting Room				
Invitees	Ben Smith, Harold Hobson,				
Notes	Briefing for Con after the meeting				
Department	Accounts Payable				

Agenda Items

Item		Time	Responsible
1	Opening remarks	10 Mins	Jim
2	How to reduce meetings	5 mins	Bill
3	Next Actions	10 min	james
4	Close	5 min	Jim

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After the meeting

When the meeting is completed, come back to the program and add comments to each item. If actions were allocated, add them to the meeting item. If the item was resolved, tick the "Resolved/Completed" box. If you want to add a note – e.g. the date of the next meeting, add the note. Sometimes new items were discussed at the meeting. If so, add a new item and relevant comments.
Go to the people screen and cut and paste attendees and apologies.

Minutes

Once you click on the "Minutes" button, you can print out the minutes. If you click on the "Email Minutes" button you can email the minutes to the attendees.

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Meeting Minutes

Project Perfect

Meeting Name	Administration meeting				
Meeting Date	23/03/2011	Start	10:0 AM	Finish	10:30 PM
Venue:	2nd Floor Meeting Room				
Invitees	Ben Smith, Harold Hobson,				
Attendees	Ben Smith, Harold Hobson,				
Apologies	Con Tracker				
Notes	Briefing for Con after the meeting				
Department	Accounts Payable				

Items Discussed

Item 1 Opening remarks ☑ Resolved

Outcome Remarks accepted

Action Items

107	Responsible	Donna Bud	Completed ☐	Date Completed	
Action Date	10/03/2011			Creation Date	25/03/2011
Description	Make sure she attends the next meeting				
Comments					
112	Responsible	Ben Smith	Completed ☐	Date Completed	
Action Date	31/03/2011			Creation Date	25/03/2011
Description	do something else				
Comments					

Item 2 How to reduce meetings ☐ Resolved

Outcome Decided to list all weekly meetings

Setting up the Program

Installation

The installation program can be downloaded from our website. First run the installation program and install on your computer.
If you do not have Microsoft Access installed, you will also need to download and install the Access Runtime program from our site.

Two Main Programs

There are two main programs you need to know about. They are:

- The program that contains all the screens, reports and code. This is called **MeetingAdministrator.mde**
- The program that contains all the data about your meeting. There are two programs to store data in the standard installation. They are installed in your "Tables" folder and called **MeetingAdministrator_Blank.mdb** and **MeetingAdministratorExample.mdb**

Two Data Files

You connect MeetingAdministrator.mde to a data source. There are two data sources installed so you can connect to either. By default you are connected to the example database that has some sample data. This file is **MeetingAdministratorExample.mdb.**
Once you are comfortable with the program, you might want to connect to the blank database and start with a clean database for your company. You can swap between the two with a few keystrokes.

Location of Data File

You may also want to consider locating the database on a server which is backed up regularly. You may also want to have several people using the same database. If this is the case, it needs to be in a common location where everyone can get at it. Typically this will be on your server. If you want to do this, just move your tables folder to the common location on your server.

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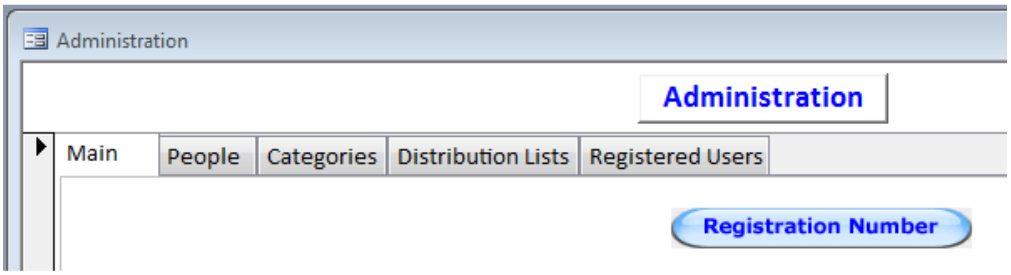
Program Administration

There is a button on your home screen to access the administration functions of the program. By default the program is installed with a single user access. When you first logon, use the User Name of "sysadmin" and leave the Password blank. If you use any other User Name, you will not be able to access the Administration function.

Administration Screen

The Administration screen has a number of tabs. We will go through each tab and explain the information. A registration number is required for people who purchase the software. Initially the number is 377318 which is a trial number. Click the registration button to see the number.



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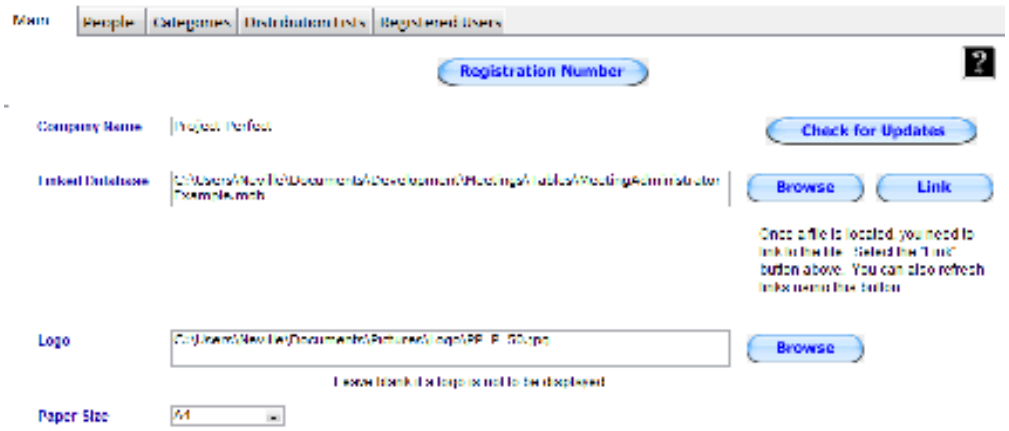
Main Tab

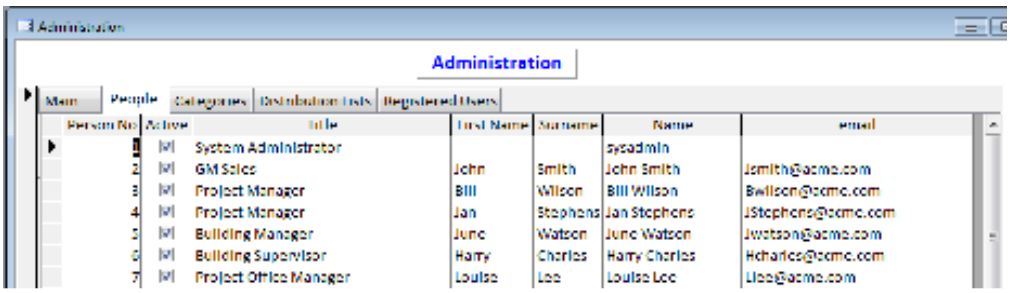
The main tab has most of the information needed for setup.

- **Company Name.** Enter the name of your company.
- **Linked Database.** Use the "Browse" button if you have moved the database to a server for example. Once you have located the database, select the "Link" button to connect to the database. You also use this function to swap between databases.
- **Logo.** If you want to include a company logo on documents, browse to the location of the logo. If you leave it blank, no logo is displayed on documents. You may need to play with the size of the logo to make it fit neatly on the page.
- **Paper Size.** Select either "A4" or "Letter"



People Tab

All the people recorded in the system are located in this screen. Do not delete people as this may cause errors. You can make them inactive by un-ticking the "Active" box. The first person is the "System Administrator" and must not be deleted. You can maintain email addresses in this screen.
People can be added here but also in other parts of the program. For example if you add a new action item and make a person responsible - someone who has not been entered before - you will be prompted to add their details.



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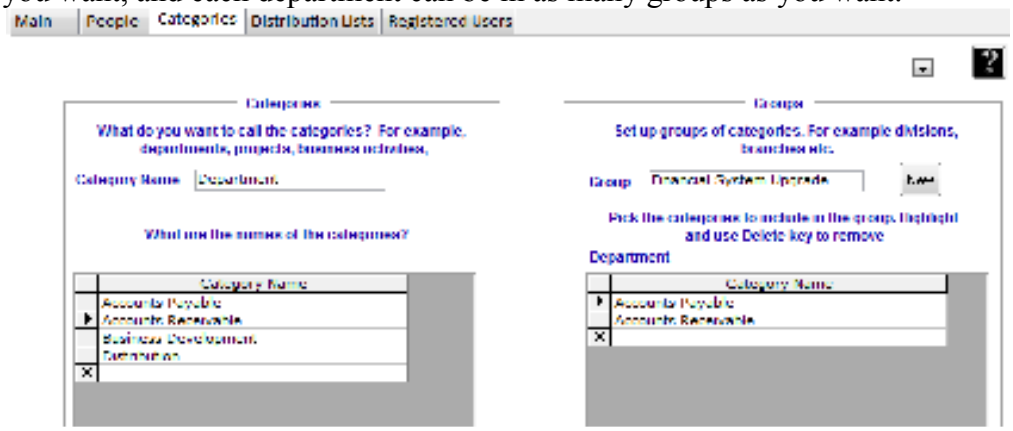
Categories Tab

Hopefully the notes on this screen are self explanatory.
You have categories, and you can group these categories. You decide what to use as categories. In a normal business meeting environment the categories may be “Departments”. If you are using the software in a Project Office it might be “Projects”. In a sales area it may be “Clients”.
Whatever you decide to use for categories, you can group the members of that category into “Groups”. If the category is “Departments” you may have groups for “Division”. If the category is “Clients” you may have groups for “Countries” or “Industries”. In fact you can have groups for both “Countries” and “Industries”.
You can then set up the names of the categories. In the example below, we have decided to call the categories departments. We have an Accounts Payable Department, Accounts Receivable Department, Business Development Department and Marketing Department.
On the right, we can set up groups of departments. The company is involved in a Financial System Upgrade so it is useful to have a group that comprises all departments involved in the Upgrade. You can have as many groups as you want, and each department can be in as many groups as you want.



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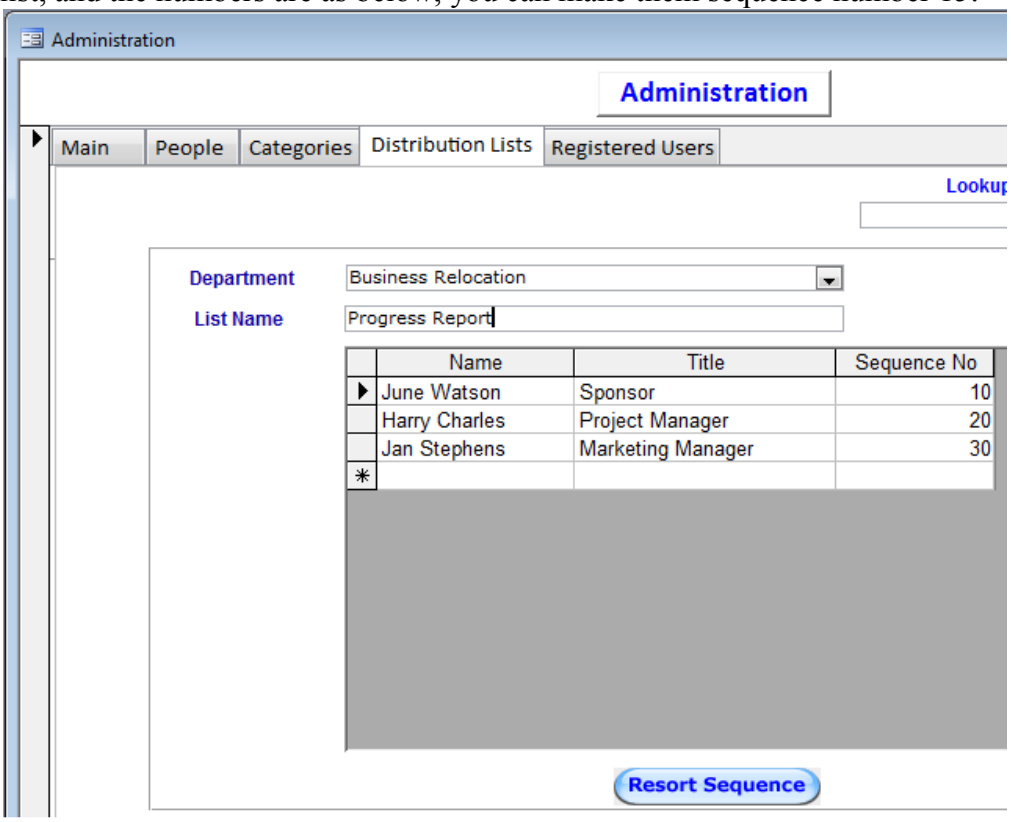
Distribution Lists

You can set up distribution lists for emailing documents. You can also set the sequence of the list by entering a "Sequence No". We suggest you use increments of 10 as it is easier to slot people in the middle of existing numbers. For example if you want to put someone in the second spot on the list, and the numbers are as below, you can make them sequence number 15.



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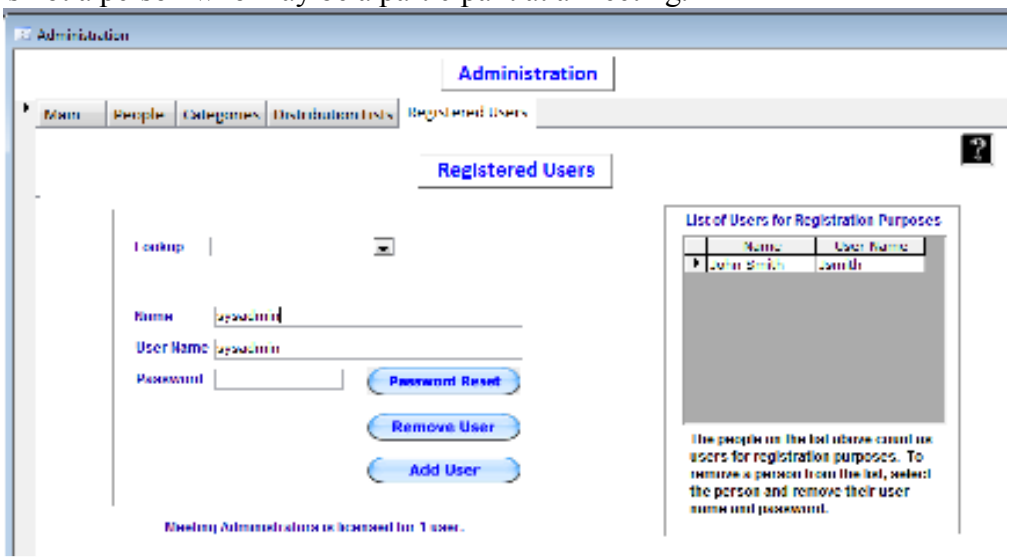
Registered Users

This tab displays the list of registered users. “sysadmin” does not count. This is a user logon that is not part of the number of users for which a license has been purchased.
On this screen you can add and remove users and change passwords.
A user is someone who can use the program to create minutes and agendas. It is not a person who may be a participant at a meeting.



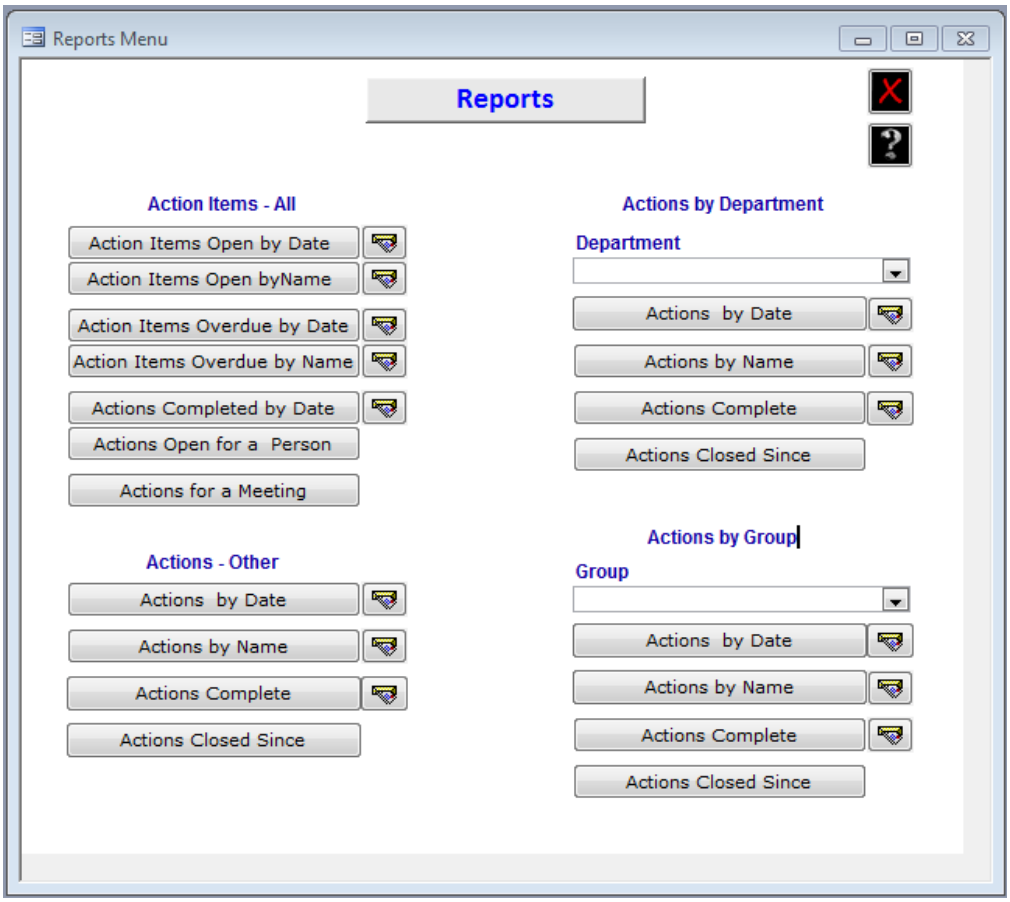
Reports

Overview

You can print a range of reports relating to action items. These are located on the reports menu. On the home page select "Reports".

Available Reports

The reports are self explanatory. Reports can also be sent via email.



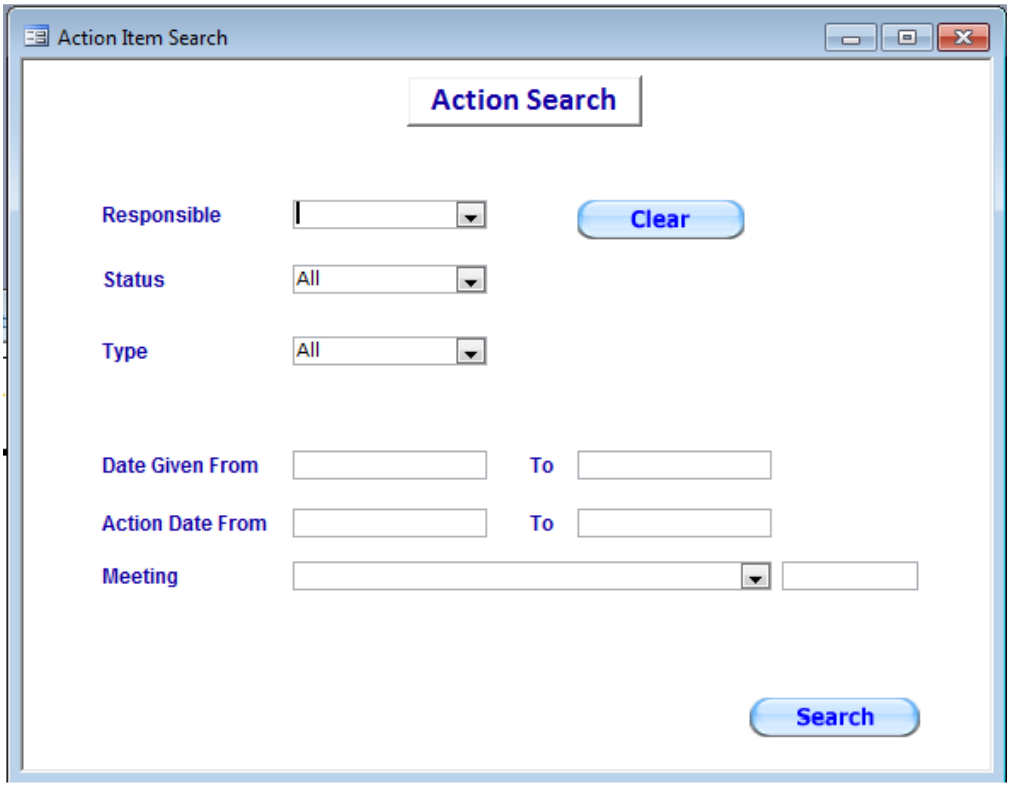
Action Items

Overview

You can display and edit action items. Go to the action item selection screen by selecting ”Action Items” from the home screen.

Action Selection Screen

You can filter the actions you are looking at by making a selection in any of the fields below. Leaving them all blank will display all actions.



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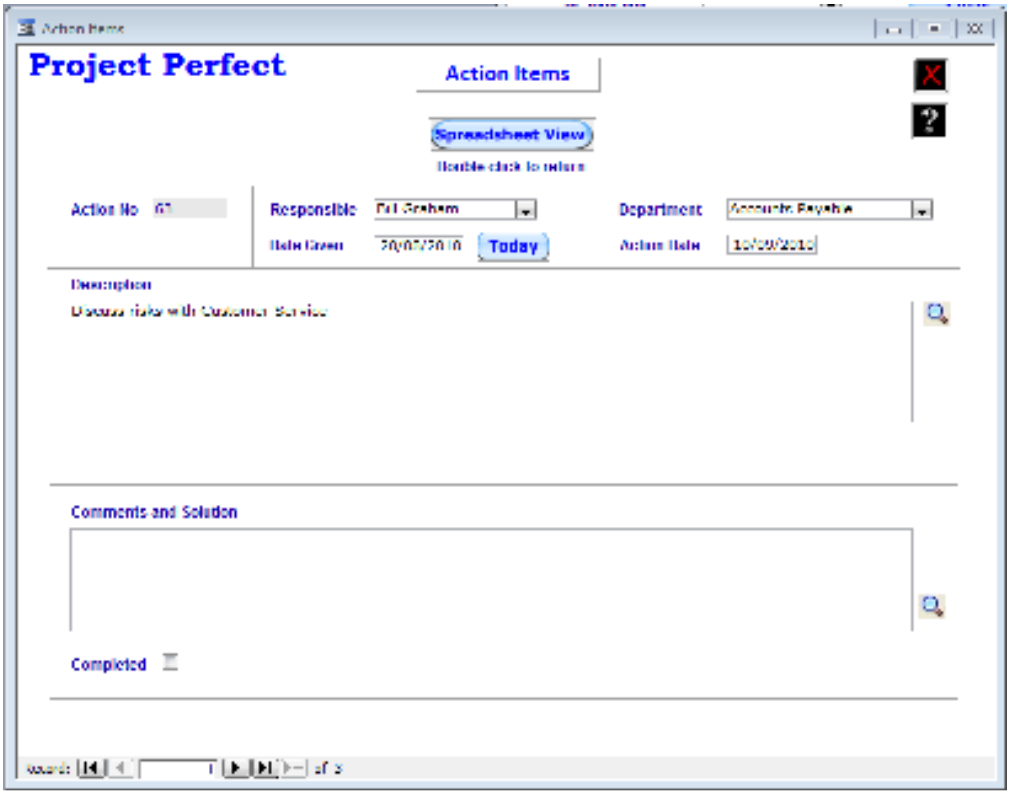
Action Items, Continued

Action Screen

This screen displays all the information about the action including if it is completed.
As with all screens, if it is a date field, right click to show a calendar. If a text field has a magnifying glass next to it, double click to open a larger window. You can see more of the text, and when you are finished save it.



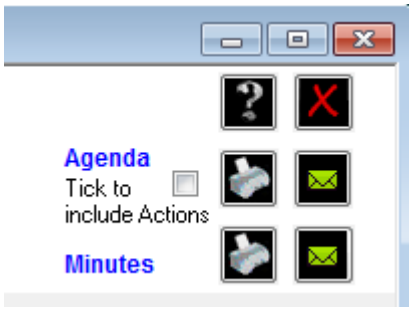
Meeting Screen

Overview

We have already covered the basic use in the first section of this manual. This section covers some of the more detailed parts of the screen.

Top Right Buttons

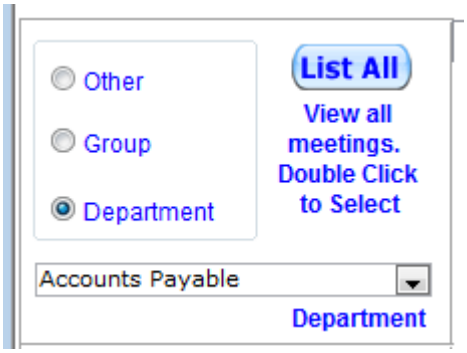
At the top right of the screen are a number of buttons.



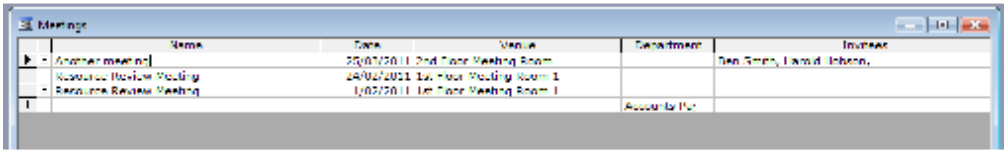
- The question mark button is to display help. You can edit the help screen to add your own notes.
- The red "X" closes all open screens leaving only the home screen open.
- The printer buttons displays the agenda or minutes to the screen for printing.
- The email button opens a screen to allow you to email the agenda or minutes to an individual or a group.

Meeting Selection

On the left are a number of meeting selection options. You can elect to look at meetings by Department or Group (or whatever you decide to call the categories and groups). If you select "Other" it lists all meetings where a category such as Department has not been assigned.



If you select the Group or Category, a further selection list will be displayed.
In this case we selected Department and a drop down list of departments was displayed.
On the right of this section, we have a button "List All". By selecting this a list of all meetings within the previous selection is displayed. Double click the meeting you want to view and it will be displayed on this screen. The selection screen is shown below.



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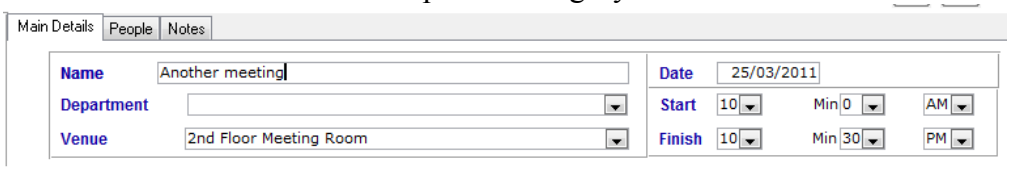
Meeting Screen, Continued

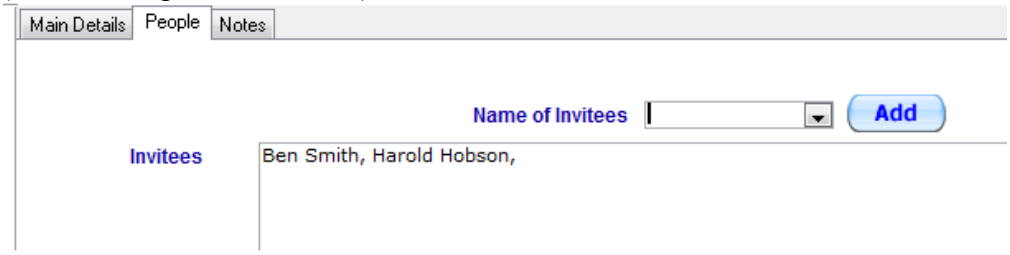
Meeting Details

We have already covered the meeting name, venue and time. If you select a new venue, you will be prompted if you want to add this venue to the list of venues. Say yes. The department cannot be modified. Only those departments set up in Administration can be used. The Department can be left blank if it is not related to a specific category.



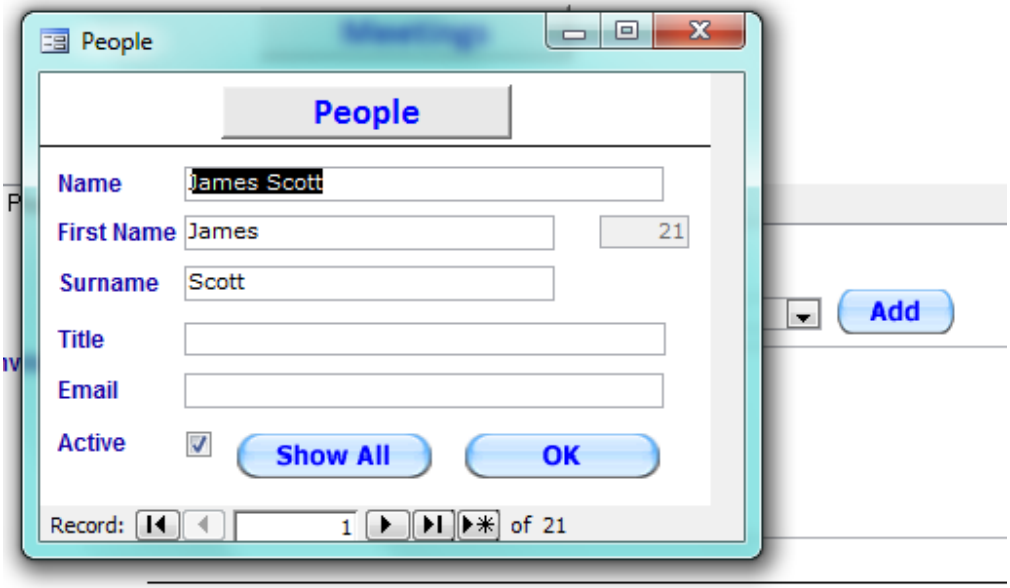
Invitees

The second tab is for invitees. Select a name and select "Add". You can enter a new name in which case you will be prompted to add the person to the list of available attendees.
There is the ability to add a person directly to the Invitee box. This may be appropriate where the details of the person are not known e.g. a representative of a company whose name is not known at this stage, only their position (Sales Manager or Architect)



New names

Enter the details for the new person. If you intend to email a document to this person their email address must be input.



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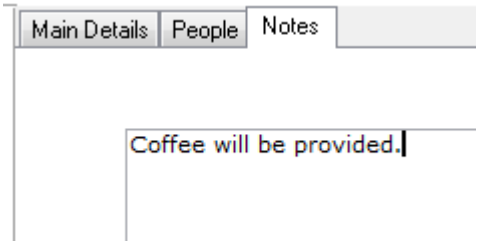
Notes

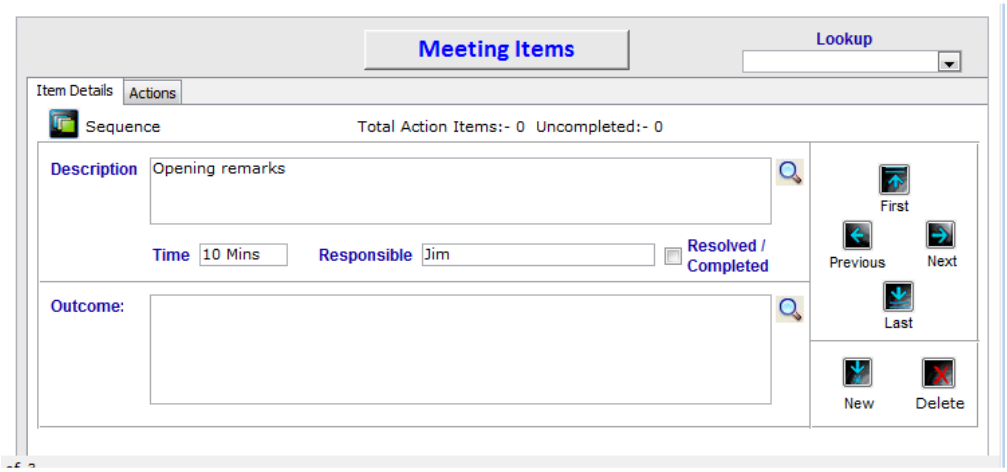
Add any notes you want included with the agenda and minutes. You can always add a note for the agenda, and change the note for the minutes. In the example, this note applies to the agenda. After the meeting you might change it to a reminder as to when the next meeting will take place.



Meeting Items

Enter each meeting item. The order is not important as they can be rearranged later.

- Add a description
- Time and responsible are optional fields.
- There is a tick box for "Resolved/Completed". Use this after the meeting when the item is finalised.
- Outcome is a field to record what happened at or after the meeting.
- Buttons on the right are to navigate through the meeting items. You also use them to add or delete items.
- The fields with a magnifying glass can be double clicked to open a larger input window.
- At the top of the item you can see if there are any actions and if they are outstanding.
- Use the "Action" tab after the meeting to add action items for the minutes.
- You can also use the "Lookup" list to find meeting items.



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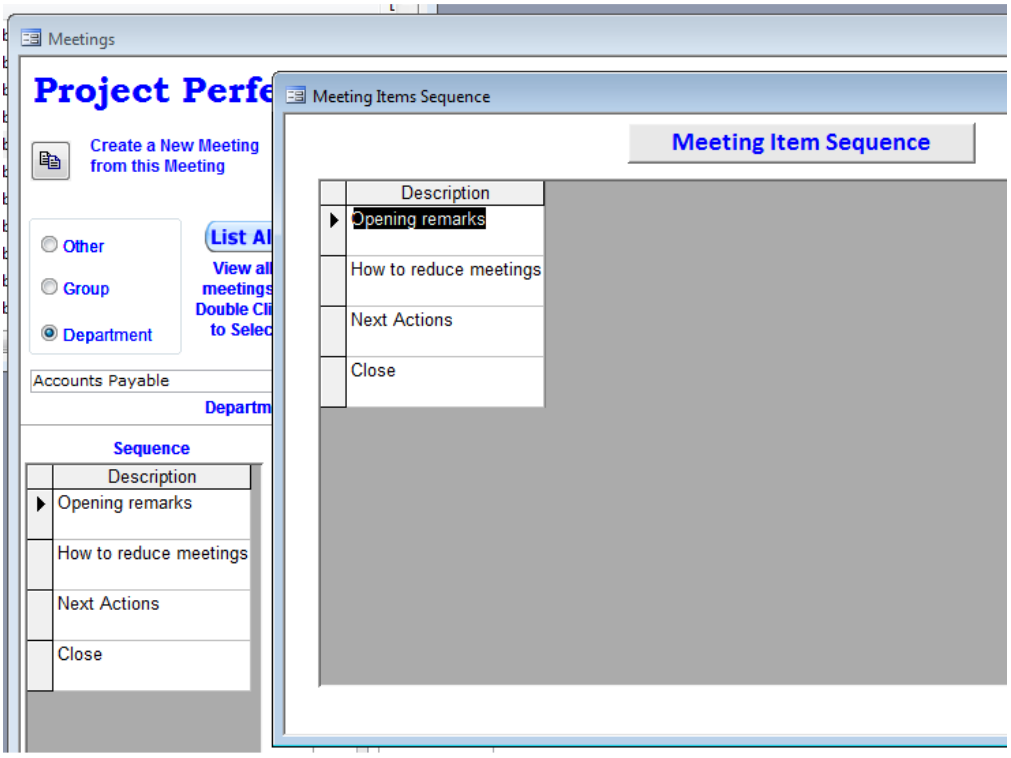
Meeting Sequence

As can be seen, the "Sequence" button will provide a larger version of the sequence box to the right of the "Meeting Items" section of the screen. It is useful for meetings with many items where it is easier to work with a larger screen.



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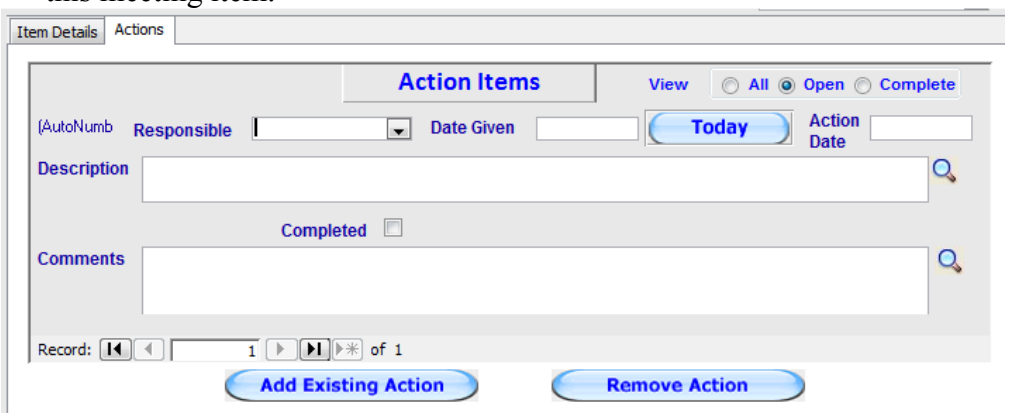
Action Items

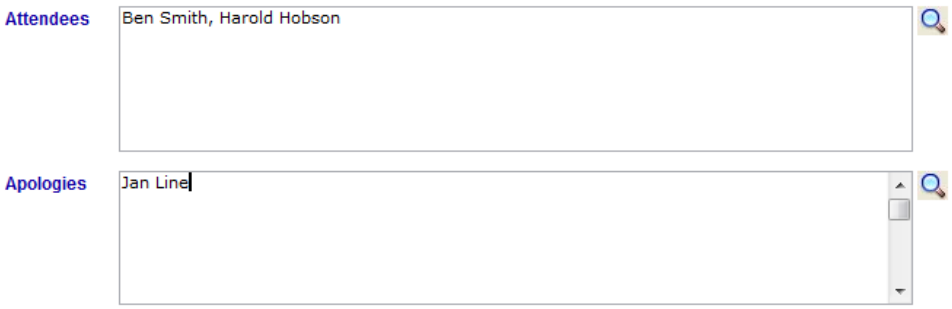
The "Action" tab allows you to create and review actions for that "Meeting Item". Whilst the use of the screen is straight forward there are a few points worth mentioning.

- You can filter the view to show only open, or only complete actions using the buttons at the top right of the screen.
- Click the "Today" button to enter the current date in the date given field. Right click to display a calendar.
- Clicking the "Completed" box will display the "Date Completed" field.
- In some cases, an existing action may be relevant to this meeting item. If so, click the "Add Existing Action" button to display a list of all existing actions. Pick the one you want to add to this meeting item and add it. A single action can be attached to several meeting items if required.
- To remove an action from the meeting item use the "Remove Action" button. This does not delete the action. It just removes the attachment to this meeting item.



Attendees

After the meeting, copy and paste the "Invitees" into the "Attendees" box and delete any that did not make the meeting. Enter any apologies, or cut and paste from the "Attendees" list.



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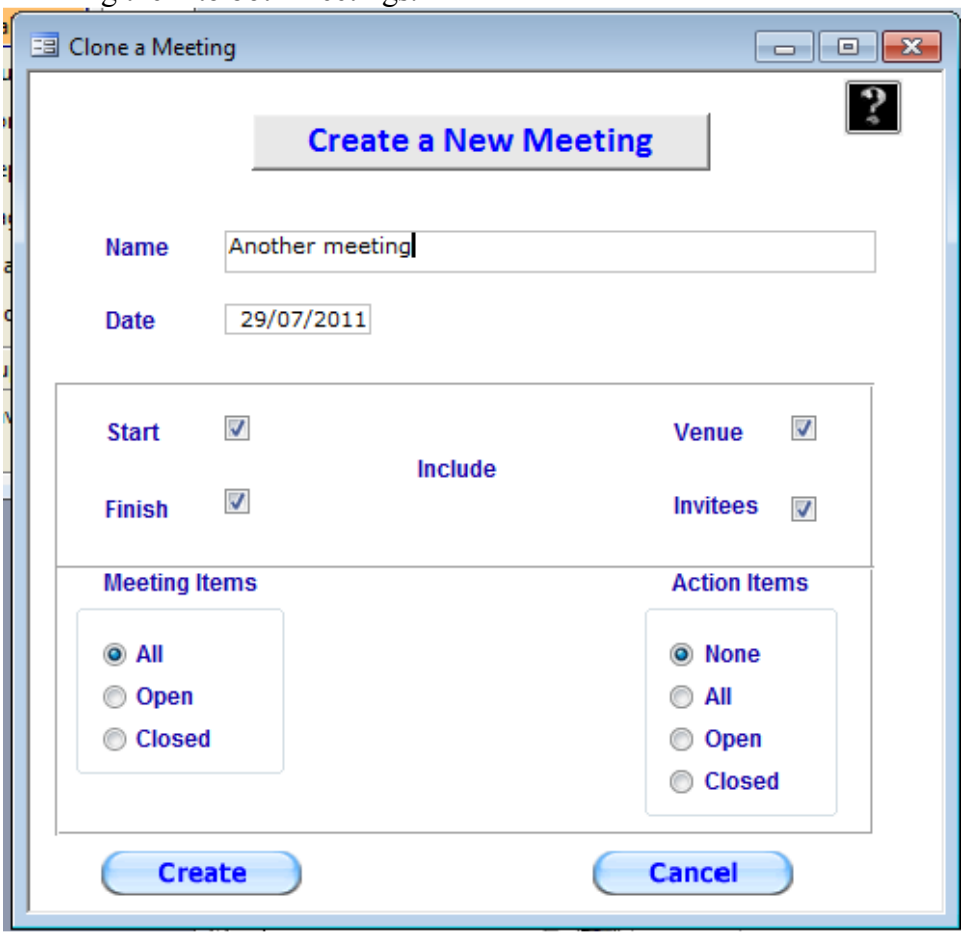
Clone a Meeting

Many regular meetings have the same agenda, time and attendees. They do not need to be recreated from scratch for each meeting. You can copy a meeting to a new meeting with a different date. Click the button above to copy the meeting.

Copy Meeting Screen

When you copy a meeting, the screen below will appear. You need to make some decisions about the new meeting.

- The name of the meeting. By default it is the same as the existing meeting.
- The date. Right click for a calendar.
- Do you want to copy the current start and finish times?
- Are the Venue and Invitees the same? Remember you can always edit the information after the meeting is created.
- Do you want to copy all the meeting items or only those that are open or those that are closed.
- Do you want to copy action items to the meeting? This is useful to follow up on actions from the last meeting. If you decide to add actions to this meeting you are not removing the actions from the last meeting. You are linking them to both meetings.



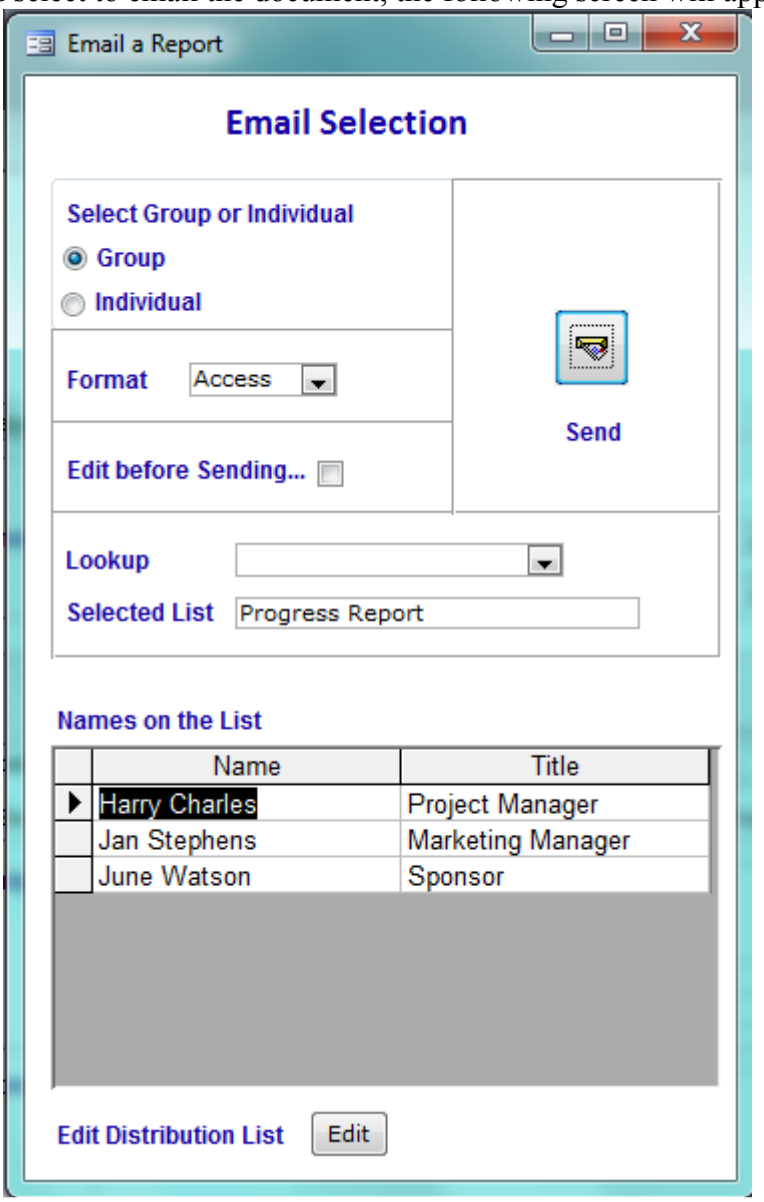
Email

Overview

Email is only available if you are running Microsoft Outlook. It does not work with other email systems. Outlook must be open for it to work.

Email Screen

When you select to email the document, the following screen will appear.

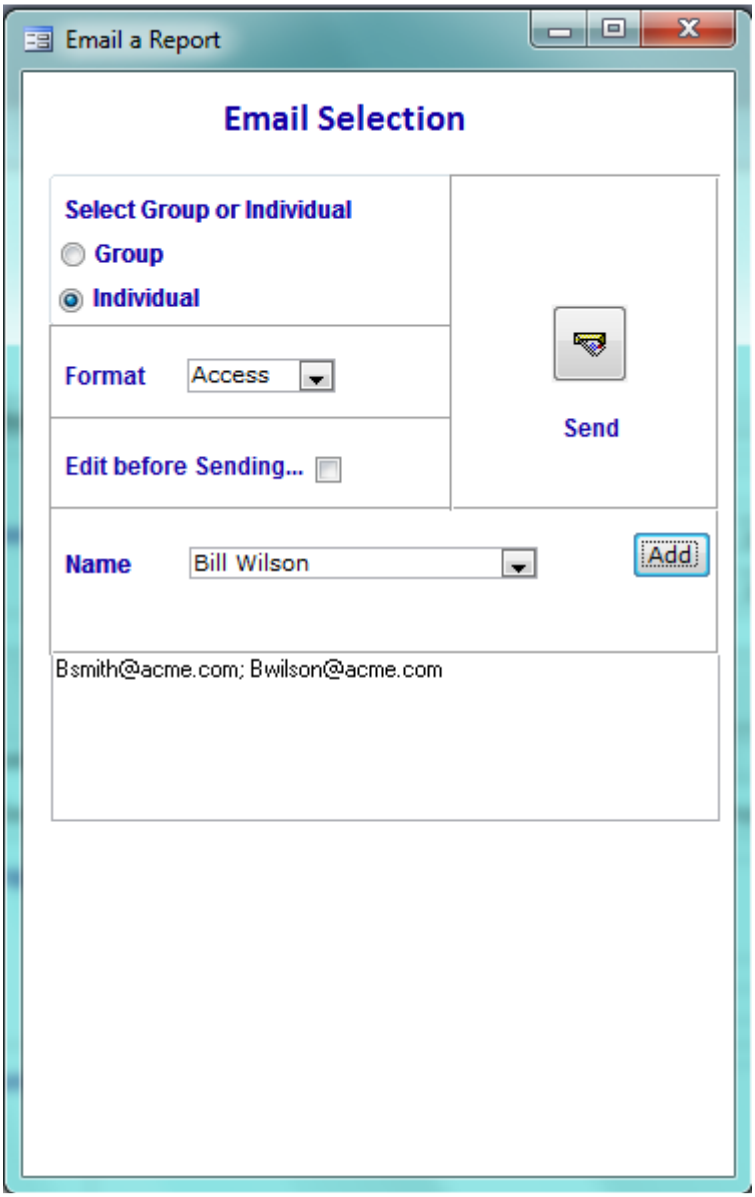


You can select to send the document to a group of people or an individual. If it is a group, the group is set up in "Administration". To send to a group, you select

- The format. It is recommended you use either Access or PDF. RTF does not work well with Access. You may encounter errors. Only use RTF if you plan to modify the document in Word.
- Do you want to edit it before it is sent? If you do it will open in Outlook.
- The distribution list to use. Pick from the dropdown list. You can edit the list if required.

Individual Emails

If you elect to send it to an individual, pick their name or names from the dropdown list and they will be added to the box below. When the list is complete, select "Send".



Document Version Control

Document Version	Prepared By	Date	Comments
1.0	Neville Turbit	29/7/11	Original Version