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Overview

An essential part of most meetings is taking minutes, in order to:

- Record summaries of discussions held
- · Confirm any decisions made
- Record any agreed actions to be taken, who is responsible for those actions and when they are due
- Provide details of the meeting to anyone unable to attend
- · Serve as a record of the meeting

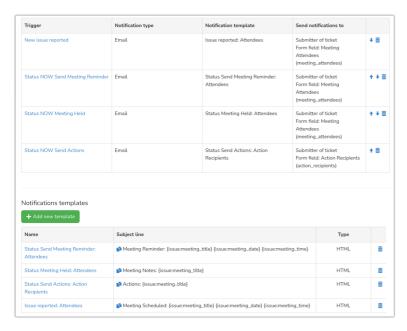
Using this form, people are able to schedule meetings and subsequently, record the meeting minutes and actions. Following the meeting, a notification can be sent to all attendees and a separate email to those who have actions assigned to them.

Additional features

Notifications: This is a good example of some simple notification rules.

Different templates can be created containing information suited to the recipient, and a trigger chosen to designate when it should fire.

See the *notifications* screen of the project for more details.



There are four different conditions (defined as triggers) that can send out notifications. When a new form is submitted, or when the status changes to either 'Send Meeting Reminder', 'Meeting Held', or 'Send Actions'.

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