



## Meetings

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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.

Trigger	Notification type	Notification template	Send notifications to	
<a href="#">New issue reported</a>	Email	Issue reported: Attendees	Submitter of ticket Form field: Meeting Attendees (meeting_attendees)	↓
<a href="#">Status NOW Send Meeting Reminder</a>	Email	Status Send Meeting Reminder: Attendees	Submitter of ticket Form field: Meeting Attendees (meeting_attendees)	↑ ↓
<a href="#">Status NOW Meeting Held</a>	Email	Status Meeting Held: Attendees	Submitter of ticket Form field: Meeting Attendees (meeting_attendees)	↑ ↓
<a href="#">Status NOW Send Actions</a>	Email	Status Send Actions: Action Recipients	Submitter of ticket Form field: Action Recipients (action_recipients)	↑

#### Notifications templates

[+ Add new template](#)

Name	Subject line	Type	
<a href="#">Status Send Meeting Reminder: Attendees</a>	Meeting Reminder: {issue:meeting_title} {issue:meeting_date} {issue:meeting_time}	HTML	
<a href="#">Status Meeting Held: Attendees</a>	Meeting Notes: {issue:meeting_title}	HTML	
<a href="#">Status Send Actions: Action Recipients</a>	Actions: {issue:meeting_title}	HTML	
<a href="#">Issue reported: Attendees</a>	Meeting Scheduled: {issue:meeting_title} {issue:meeting_date} {issue:meeting_time}	HTML	

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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