# 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 | |
|---|---|---|---|---|
| New issue reported | Email | Issue reported: Attendees | Submitter of ticket Form field: Meeting Attendees (meeting_attendees) | ↓ 🗑 |
| Status NOW Send Meeting Reminder | Email | Status Send Meeting Reminder: Attendees | Submitter of ticket Form field: Meeting Attendees (meeting_attendees) | ↑ ↓ 🗑 |
| Status NOW Meeting Held | Email | Status Meeting Held: Attendees | Submitter of ticket Form field: Meeting Attendees (meeting_attendees) | ↑ ↓ 🗑 |
| Status NOW Send Actions | Email | Status Send Actions: Action Recipients | Submitter of ticket Form field: Action Recipients (action_recipients) | ↑ 🗑 |

Notifications templates

[ + Add new template ]

| Name | Subject line | Type | |
|---|---|---|---|
| Status Send Meeting Reminder: Attendees | 📰 Meeting Reminder: {issue:meeting_title} {issue:meeting_date} {issue:meeting_time} | HTML | 🗑 |
| Status Meeting Held: Attendees | 📰 Meeting Notes: {issue:meeting_title} | HTML | 🗑 |
| Status Send Actions: Action Recipients | 📰 Actions: {issue:meeting_title} | HTML | 🗑 |
| Issue reported: Attendees | 📰 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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