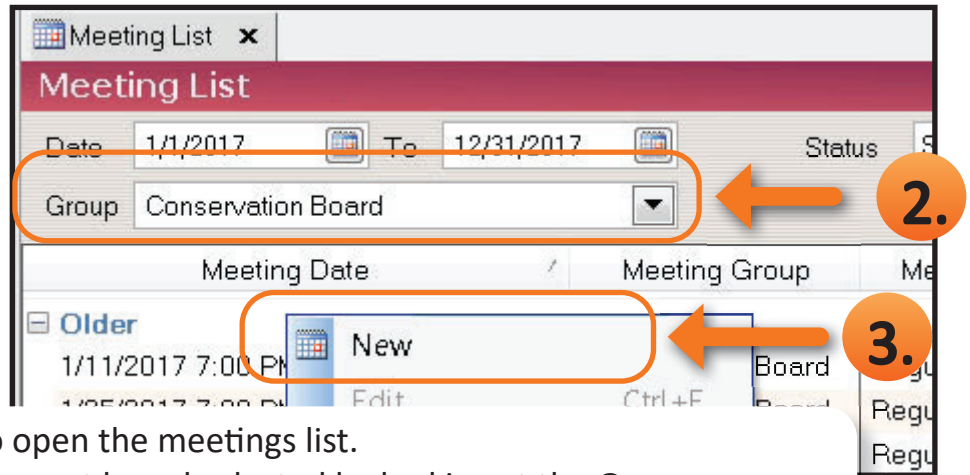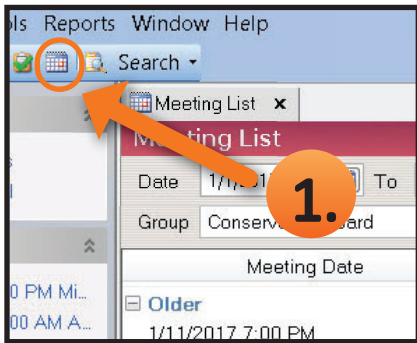# Minutetraq Quick Guide: How to Create a New Meeting

1. Click the **Calendar** icon to open the meetings list.
2. Make sure you have the correct board selected by looking at the **Group**.
3. Right click on the meetings list and choose **New**.
4. Fill in the **Edit Meeting** fields with the Meeting's information
   - **Meeting Group** - choose the name of board that is meeting
   - **Meeting Date** - can be typed or the user can use the calendar picker user must **MANUALLY CHANGE THE TIME** of the meeting. The meeting defaults to 12:00 AM should be changed to the appropriate meeting time.
   - **Documents Due** - choose the last date that the documents needed for the meeting can be submitted
   - **Type** - choose the type of meeting that is occurring
   - **Location** - choose the location where the meeting will take place
   - **Status** - Defaults to Scheduled
5. If you only have one meeting to create Click **OK**, if you have multiple meetings to create click **Next**.