## Minutetraq Quick Guide: How to Create a New Meeting



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Meet	ing List 🗙			
Meet	ing List			
Date	1/1/2017 🛅 То	12/31/2017	Si Si	tatus S
Group	Conservation Board			2.
	Meeting Date	1	Meeting Group	Me
Older 1/11/2 1/25/	2017 7:00 Pt Edit		Ctrl+F Board	

- 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**.

Edit Meeting						
Meeting Group	Licensing Review Board					
Meeting Date	1/12/2022 12:00	DAM	4.			
Documents Due	1/5/2022 12:00	AM 📖				
Туре		Edit Meeting				
Location		Meeting Group	Licensing Review Board 🖂 🛆	ОК		
Status	Scheduled	Meeting Date	1/12/2022 9:00 AM	Cancel		
		Documents Due	1/5/2022 9:00 AM	Next		
		Туре	Licensing Review Board - Regula 🧹			
		Location	Remote Locations			
		Status	Scheduled	5.		