



QUICK REFERENCE GUIDE:

Meetings

Background:

The meetings area is a place to document meetings, attendees and attach agendas and sign-ins. Populating the meeting area with the Final Inspection meeting will populate the 1446C Report for the closeout package.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Construction > Contract Progress > Contract > Contract Documentation

1. From the Contract Progress Summary, click the **Contract Documentation** quick link at the top of the page.
2. Select the **Meetings** tab.
3. Click the **Add** button to add a new meeting.
4. Enter the **Meeting Title, Meeting Type, Meeting Date**, and any pertinent **Remarks**.
5. Click **Save**.
6. Select the **Attendees** tab.
7. Click the **New** button to add a new attendee or click the **Action Menu** to the right of the **New** button, and press **Select Attendees**. In the Select Attendees modal window make your selection(s) then click **Add to Attendees** in the bottom right of the modal window.
8. Enter **Title, First Name, Last Name, Organization, Email Address**, and **Phone Number**.
9. Click **Save**.

10. To add attachments like the meeting agenda or sign-in, click the **Component Actions Menu** in the Meeting Summary.
11. In the Views section, click **Attachments**.
12. Click the **Select File** button. Find and select the document to attach.
13. If necessary enter a **Description** of the document.
14. Click **Save**.

Next Steps:

To return to the Meeting summary from the attachments press previous.

If you need further assistance please contact your Module Admin
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