Approving Meeting Minutes

What are Meeting Minutes?
After the meeting, the minutes can go through an approval process and act as an official, historical record of what occurred during a meeting, including task assignments and due dates. Creating meetings as part of a set allows ePM to carry forward open meeting items from prior meetings. Multiple sets of meetings can run concurrently, while users can query all meetings on a project for specific items. Print meeting minutes in a standard format, or use ePM’s Custom Print Layout feature to output in any printer friendly format desired.

Who Will Use This?
- General Contractor
- Construction Manager
- Architect/Engineer
- Project Manager
- PM Staff

Reviewing Meeting Minutes

To setup this common scenario in preparation to review and approve meeting minutes, a meeting has been held and the Preparer of the documented has included meeting details, attendees, and action items assigned to specific parties held accountable to due dates. The document is either in Open or Pending Approval workflow state. The Managing Contact identified on the ‘Main’ page typically reviews and updates the meeting minutes prior to approving them. The steps below are specific guidelines for reviewing meeting minutes as the Managing Contact prior to approving them.

1. Log into ePM as a user having the Meeting Minutes Approver security role, then navigate to the appropriate project.

   TIP: Or, launch ePM from the email notification sent with an action request to approve the meeting minutes. If ePM was launched from the email notification, then there is no need to browse to the Meeting Minutes document. The email notification will automatically launch it once the login prompt is filled out with login credentials.

2. Navigate to PM Tools > Project Management > Meeting Minutes to display the Meeting Minutes register.

   TIP: Or, navigate to Notices > My Notices > Received to launch the Meeting Minutes from there once the meeting has been sent with the request action to approve.
3. Review the Main page and determine if the “Meeting Details” & “Next Meeting Details” are correct.

This information is important to understand where the meeting took place and where the next meeting will be held if different than the current meeting held.

The Managing Contact is typically the one who approves the meeting minutes while the Prepared By is the scribe of all meeting items documented during the meeting. Review to ensure these parties are properly identified.

4. Review the “Purpose” and “Notes”. The Purpose is important because these details are documented as they feed CPL (Custom Print Layout) reports.

**NOTE:** See Tips section of this QRG for a sample preview of GSA standard Meeting Minute reports. Contact the ePM Regional Point of Contact when trying to slightly modify and update this report format for specific project needs.

5. Check the box for “Send Meeting Item Notices” if it was elected the system to automatically email all identified meeting minute attendees.
6. Review the ‘Attendees & CCs’ page for accuracies of who was present in the meeting. Review and select the “Notify On Approval” to send an automatical email notice to every attendee (or specific attendees when the Meeting Minutes are transitioned to the Approved state.

![Image of ePM Quick Reference Guide](image)

NOTE: The checkbox in the ‘Notify on Approval’ column is different than the checkbox on the ‘Main’ page. The boxes here allow a notice to go to an attendee or cc, regardless of whether they are responsible for a meeting item.

7. Review the Meeting Items page for the validity of Meeting Item’s general Status, Completion Status, Responsible Parties, and Original/Current Due Dates.
8. Each meeting item is required to be assigned a Topic. Review the validity of each meeting minute item assigned “Topic”.

NOTE: New Topics can be added at the Topics page if necessary and re-assigned to meeting items.

9. The Preparer and Approver (Or Managing Contact) may not have all of the details defined properly per what was scribed in the original meeting. Before approving the meeting minutes, obtain clarification from another party. Use the adhoc Forward workflow button and Custom Message to correspond and collaborate with other parties until clarification of all meeting minute items are clearly defined.
Approving Meeting Minutes

After review and updates to the meeting minutes, the Managing Contact is ready to Approve the document.

1. Open the previously reviewed and updated meeting minutes ready for approval.

2. From the toolbar, click ‘Approve’.

3. From the toolbar, click ‘Approve’. Select the Managing Contact (and/or others if needed) for the “To:” party to acknowledge the Meeting Minutes are approved.

**IMPORTANT**: The “Cc” participants are automatically populated if the Settings page “Send Meeting Item Notices” is checked.
Any meeting should contain an Agenda. The “Meeting Minutes – Agenda” Custom Print Layout (CPL) is available from the Custom Print option within the Meeting Minutes document. This report is available for all GSA regions for all projects.
Meeting Minutes document types have common needs for reporting as meeting action items are created or reviewed by status every meeting. The “Meeting Minutes – Action Outline” Custom Print Layout (CPL) is available from the Custom Print option within the Meeting Minutes document and is a common report setup across all regions to support all projects.

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**Meeting Minutes**

- **Project Number:** 9992
- **Project Name:** Fictitious Courthouse: Bldg. Modernization Project
- **Meeting Number:** ST0003
- **Meeting Title:** Subcontractor Progress Meeting No. 3
- **Location:** 2nd Floor Guest Office
- **Meeting Start:** 06-Apr-2011 4:00 PM
- **Meeting End:** 06-Apr-2011 5:00 PM
- **Meeting State:** Approved
- **Managed By:** Jane Doe (ABC Corporation)
- **Prepared By:** John Smith (XYZ Corporation)

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**Purpose**

Review and coordinate construction activities between subcontractors.

**Notes:**

These minutes constitute our understanding of the items discussed. Please notify XYZ written if any of the above information is incorrect. Failure to notify the author in writing within 7 days of receipt of these minutes will constitute their acceptance.

**Attachments:**

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**Attendees & CCs**

<table>
<thead>
<tr>
<th>Contact/Company</th>
<th>Present</th>
<th>Role</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cam Mortar (CM Corporation)</td>
<td>No</td>
<td>Attendee</td>
<td></td>
</tr>
<tr>
<td>Ted Mason (CM Corporation)</td>
<td>No</td>
<td>Attendee</td>
<td></td>
</tr>
<tr>
<td>Tony Smith (GC Company)</td>
<td>No</td>
<td>Attendee</td>
<td></td>
</tr>
<tr>
<td>Patty Milestone (GSA-R11)</td>
<td>No</td>
<td>Attendee</td>
<td></td>
</tr>
</tbody>
</table>

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**Meeting Topics**

- **Introductions:** Introduce New Subcontractors/Attendees
- **Schedule:** Baseline Schedule/Look Ahead Schedules
- **Logistics/Staging/Shut Downs:**
- **Security Issues/Site Access:**
- **Safety/Housekeeping:**
- **Critical Submittals/RFS:**
- **MEP Coordination Meetings:**
Meeting Minutes

--- Meeting Items (Actions) ---

002 Schedule

New Business:
4/7/11: Look Ahead Schedule reviewed:
1. Background test on 2nd & 3rd floor completed.
2. Containment not done on the 2nd floor
3. Removal of ductwork should be completed. Right now behind in several areas.
4. Ductwork shop drawings needed. Ready to install ductwork on 2nd floor, waiting for shop drawings.
5. There are three (3) units in the basement; one is on drawings. These units need to be removed.
6. Fixtures in the 2nd and 3rd bathrooms should be removed for demo to take place.
7. Scaffolding being installed exterior.

Old Business:
3/30/11:
1. Ductwork on 2nd floor to be taken out tonight.
2. Basement swing space Gadget to remove ceiling to allow XYZ Subcontractor to remove ductwork.
3. Refrigerant to be removed by EFG Company disposed of by HJ Company.
4. Office lobby light fixture to be removed by LMN Company on April 1st. Notification to Cam Mortar and Patty Milestone.
5. Access Docks at Exterior - sketch and notification to be sent to do this work April 1, 2011.

Item Responsibility:
Item Due Date:
Item Status:
Item Topic: Schedule

003 Major Deliveries

New Business:

Old Business:
3/23/11:
Chiller delivery to site projected for Saturday, April 2, 2011. RST Company to provide Logistics Plan and Crane Rigging Report by Monday, 3/28/11 for Owner review and approval.

Item Responsibility:
Item Due Date:
Item Status:
Item Topic: Logistics / Staging / Shut Downs

004 Scheduled Shutdowns / GSA Notifications

New Business:
4/7/11: 1. Chilled water shut down this weekend for mechanical / electrical work to be completed for installation of temporary chillers.
Tips

√ Required fields are marked with an asterisk.

√ Use the ‘Forward’ button if collaboration is required from other users.

√ Initially, create the Meeting Minutes document as an agenda for the meeting.

√ If, at subsequent meetings, attendees want to review completed items, either wait to approve the preceding meeting until the next meeting convenes, or review the preceding meeting document separately to view its completed items.

√ Click on the Activity Log tab to view the audit trail of the document.

√ Clicking the online help button provides generic help related to Meeting Minutes, NOT for the specific uses of GSA’s Meeting Minutes documents.

√ To explode or collapse sections in a document, click on the double headed arrow buttons:

√ Notices with yellow icons require action; blue means a document was forwarded; white means recipient was cc’d.

√ To forward the Meeting Minutes document to attendees and CCs all at once (rather than selecting them individually from the Contacts lookup list), simply click the arrow next to the ‘Forward’ button, and select ‘Forward to Attendees and CCs’.

√ For additional help and support, contact the ePM Regional Point of Contact