WHAT IS . . .

ePM provides full tracking of meeting minutes, agendas and follow-ups. ePM provides a meeting minutes document type, which records the items discussed in a meeting on a project. Prior to the meeting, the topics and open items from previous meetings can be setup and distributed to meeting attendees through a workflow notice. 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 USES . . .

• GSA Project Manager
• Construction Manager
• General Contractor/Design-Build Contractor
• Architect/Engineer

HOW TO. . .

See screenshots within this document for additional information.

A. CREATE A STAND ALONG MEETING OR THE FIRST MEETING IN A RELATED SET

1. Log into ePM as a user with the Meeting Minutes Creator security role, then navigate to the appropriate project. Navigate to PM Tools > Project Management > Meeting Minutes to display the Meeting Minutes register.
2. Click the ‘New’ button. Choose whether to create the new meeting in a set or as a standalone meeting.  
   **Note:** With the appropriate security permissions, creating a new Meeting Set during creation of a new meeting is possible. If not, to create a new meeting in a set, choose from available sets, or submit a request to the ePM Regional System Administrator to create a new set. 
3. Click OK to open the Meeting Minutes document. 
4. On the ‘Main’ page, enter a Title for the meeting, select the ‘Managing Contact’ (the person running the meeting), enter information in the ‘Meeting Details’ and ‘Next Meeting Details’ sections. At the bottom of the Main page, check whether to send notices to those people identified as responsible contacts for individual items listed on the ‘Meeting Items’ page. 

5. On the ‘Attendees & CCs’ page, click the ‘Add Contacts’ button, then select from the contacts lookup list. Use the checkboxes to denote whether contacts were present at the meeting, and whether to notify them when the Meeting Minutes document is approved.  

   **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. 
6. On the ‘Topics’ page, create the Topics that will be referenced, not only in the current meeting, but in all subsequent meetings in this meeting set.
7. On the ‘Meeting Items’ page, click the ‘Add’ button and add individual meeting items. Enter information in the fields for each item as necessary. Notice that the ‘Topic’ field is a drop down list, populated with the topics created in the previous step.
8. Depending on the process, execute workflow to either Submit for Approval, or Approve.
9. Open an existing meeting. From the toolbar, click 'Options', then select 'Create Next In This Set'.
10. A new Meeting Minutes document opens. Notice that several fields are auto-populated based on the previous meeting document.
11. Any items that were incomplete* from the previous meeting are automatically brought forward as items in the new meeting.

* Incomplete means those items that were not checked as 'Complete':
Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal.

- QRG 01 – Navigating ePM
- QRG 02 – Using the ePM Address Book