

ePM Quick Reference Guide #098

Approving Meeting Minutes



WHAT IS . . .

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 & Staff
- Construction Manager
- General Contractor/Design-Build Contractor
- Architect / Engineer

NEEDED DOCUMENTS . . .

- Attachments

HOW TO . . .

See screenshots within this document for additional information.

A. 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.

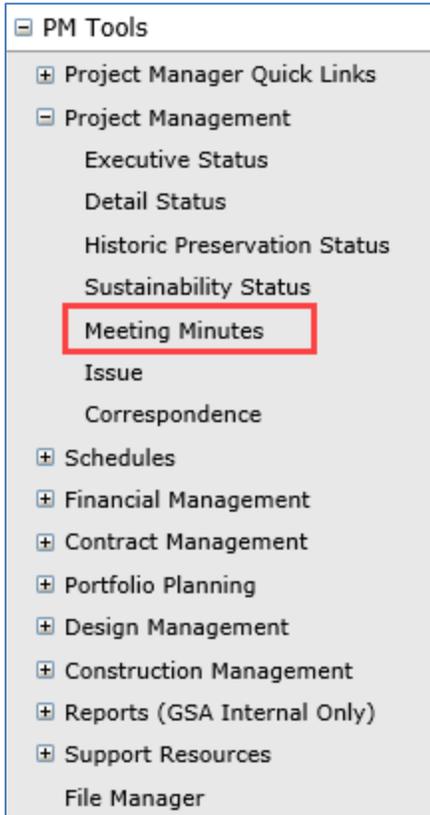
1. Log into ePM as a user having the Meeting Minutes Approver security role, then navigate to the appropriate project.

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.

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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.

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General				References		Workflow		Activity Log		Attachments		
MEETING: weekly progress meeting 12/20/18 (PROGRESS0004)										Approved		
Main Attendees & CCs Topics Meeting Items Properties												
SUMMARY												
Current State	Approved			Company	Hill International							
Meeting Set	PROGRESS : Progress Meetings			Start								
Meeting Number	PROGRESS0004			Items Not Discussed	1 / 1							
Title	weekly progress meeting 12/20/18			Items Not Completed	1 / 1							
Order In Set	3 of 3			Latest Meeting	This is the Latest Meeting							
DETAILS												
Current State	Approved											
Title	weekly progress meeting 12/20/18											
Meeting Set	PROGRESS : Progress Meetings											
Meeting Number	PROGRESS0004											
Managing Company/Contact	Company					Contact						
	Hill International					Kathryn Lindsey						
Prepared By Company/Contact	Company					Contact						
DOCUMENT SETTINGS												
MEETINGS DETAILS												
Location												
Start	Date	Time										
End	Date	Time										
Purpose												
Notes												

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

MEETINGS DETAILS												
Location												
Start	Date	Time										
End	Date	Time										
Purpose												
Notes												

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.

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5. Check the box for “Send Meeting Item Notices” if it was elected the system to automatically email all identified meeting minute attendees.

NEXT MEETINGS DETAILS

Next Meeting Location

Start

Date	Time

End

Date	Time

SETTINGS

Send Meeting Item Notices	<input checked="" type="checkbox"/>
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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 automatic email notice to every attendee (or specific attendees when the Meeting Minutes are transitioned to the Approved state.

General | References | Workflow | Activity Log | Attachments

MEETING: weekly progress meeting 12/20/18 (PROGRESS0004) Approved

[Main](#) | [Attendees & CCs](#) | [Topics](#) | [Meeting Items](#) | [Properties](#)

ATTENDEES & CCS Filter Name: Rows: Columns:

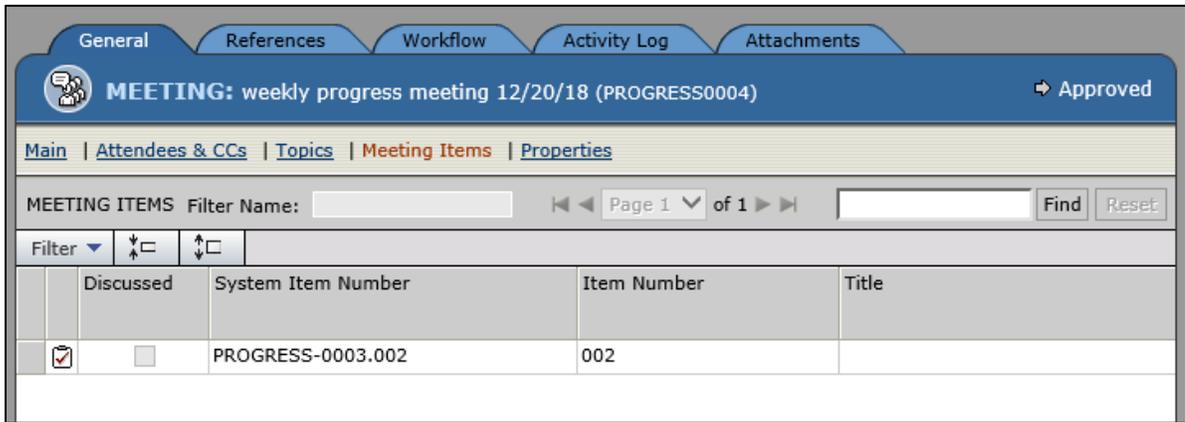
Present?	Company	Contact	Attendee or CC	Notify On App	Notes
<input type="checkbox"/>	PBS	Admin Version Contr...	Attendee	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ROS	Alicia Saucedo	Attendee	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Meridian Systems Inc.	Alida Rodriguez	Attendee	<input checked="" type="checkbox"/>	

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.

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- 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.
- 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.

B. APPROVING MEETING MINUTES

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

- Open the previously reviewed and updated meeting minutes ready for approval.
- From the toolbar, click ‘Approve’.
- The Execute Workflow Dialog box appears.
- 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.