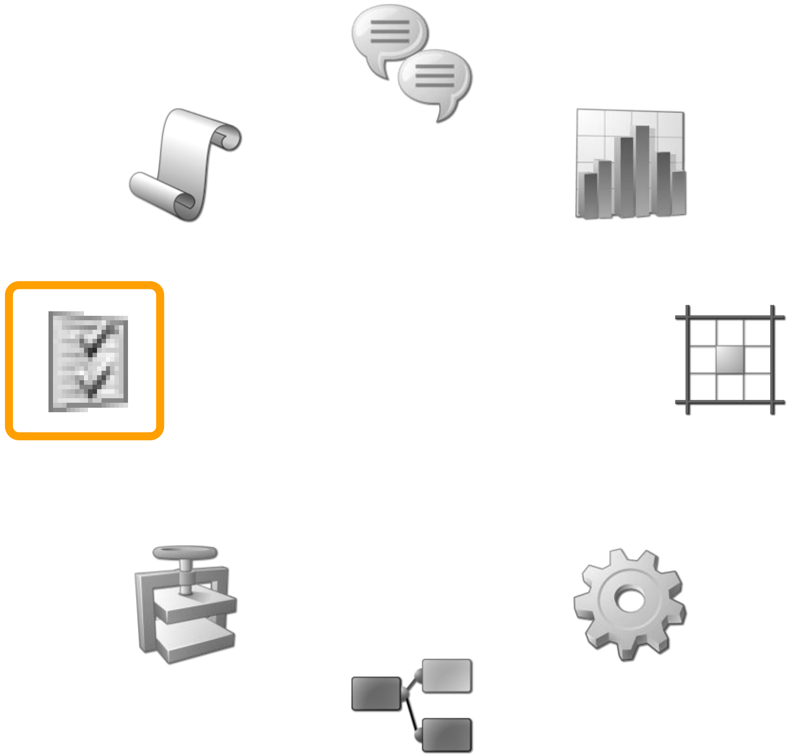
conjectPM Manual

Meeting Minutes



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November 2009

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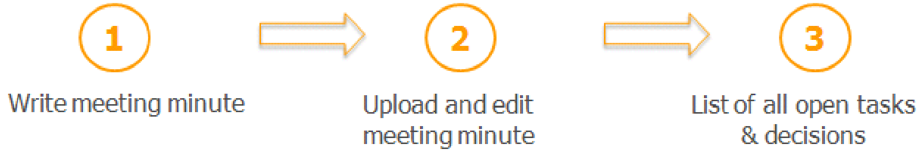
1 About Meeting Minutes

With conject Meeting Minutes application you can write a meeting minute offline using a MS Word template and then import it to conjectPM.

Our Meeting Minutes application processes the minutes contents and recognizes meeting minutes items like Open Tasks or Decisions via key words. conjectPM then consolidates the contents of all imported meeting minutes and only shows Open Tasks and Decisions with different views options whereas finished tasks or information items are not listed.



Therefore conject Meeting Minutes application is not intended for distributing meeting minutes project wide to all participants as it has been designed as a management tool for the management team of a project. The management team quickly gets a clear overview of all open tasks and decisions specified with deadlines and responsibilities and free of unneeded information.

conject Meeting Minutes is a separate module which is not included in the "**PM Professional**" or "**PM Basic**" subscription package. If you want to use this application then just contact our Sales or Support Team.

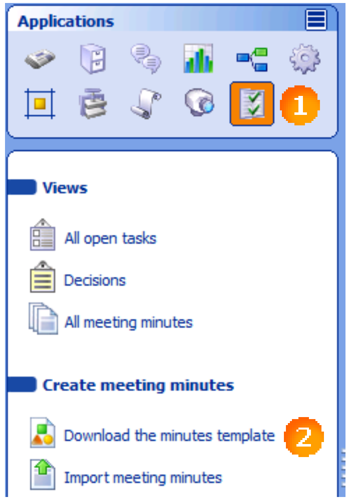
As soon as the Meeting Minutes application is enabled for your project you have to create a new role in the Project Space administration for the participants who should use it (e.g. the management team). If you need help to do this just contact the administrator of your Project Space or our Support Team. For further information about roles refer to our manual *Project Administration*.

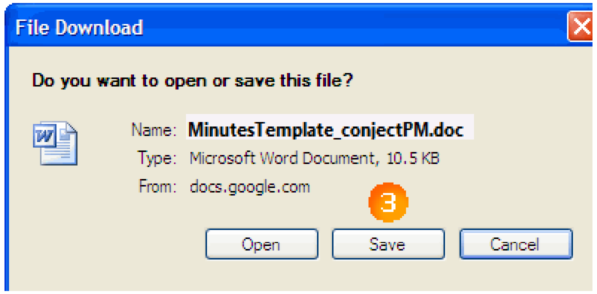
2 Create Meeting Minutes

Before you can import a meeting minute into conjectPM you have to download a MS Word template first and edit it with your contents. In chapter 6 you find an overview of all key words for a successful recognition of the contents.

2.1 Download Minutes Template and Write Meeting Minute

1. Open the "**Meeting Minutes**" application.
2. Click on "**Download the minutes template**" on the left side under "**Create meeting minutes**".
3. Click on "**Save**" to store the "**Minutes template_conjectPM**" locally on your computer.
4. Now open the stored minutes template on your computer and enter the minutes contents.





Each meeting minutes template consists of a **Cover Sheet** and following pages with the **Minutes Contents**. To make sure that all meeting minute items are correctly recognized and imported you have to enter all contents in a table consisting of 3 columns. The template is fully commented to assist you in filling in the contents.

-- Cover Sheet of the Minutes Template --

conject AG
Implerstraße 11
81371 Munich

Project	Trade Fair Campus
Meeting Category	Designer Meeting
No.	5
Date	08/01/20
Location	Dubai Internet City

Participants:	Ms. Müller	conject AG
	Ms. Sauer	conject AG
	M. Stehr	Startup AG
	M. Ludger	Construction AG
	M. Schulz	StartUp AG
Distribution List:	Participants plus	
	M. Brandt	conject AG
	Ms. Soy	Project Management

Next Appointment
08/02/08, 10:00 conject AG, Dubai Internet City

As you can freely create different protocol types or Meeting Categories and update it ongoing you have to fill out at least "**Meeting Category**" and "**No**". "**Date**" and "**Location**" are recognized and imported as well whereas the "**Project**" not. All contents can be imported correctly only in the case that you enter it in a table with 2 columns as shown in the screenshot above.

Note: Mind that you overwrite an existing meeting minute if you import a new meeting minute with the same Meeting Category and Number (No). If you want to update a Meeting Category then you have import a meeting minute with the same Meeting Category but with an increased Number (No) (refer to chapter 5 for more information).

Instead of using the terms of the template you can as well use the following substitutes (refer to chapter 6 as well):

> **Meeting Category**: Meeting, Type of meeting, Type of minutes, Minutes category, Discussion, Subject, Title, Topic, Minutes, Meeting minutes

> **No.**: Number, Meeting number, #

> **Date**: On, Meeting date, From, Date/Time

> **Place**: Location, Site, Meeting location, Place, City

All further parts of the cover sheet (Participants, Distribution List, etc.) and the page header are not interpreted and imported. Thus you can freely edit these parts and adjust it to your project.

-- How to enter Minutes Contents --

On the next page you can enter the contents of the meeting minute which you have to enter in a table with the following 3 columns to ensure that all contents are correctly recognized and imported:

Column 1: **Numbering**

Column 2: **Minutes items description or headlines**

Column 3: **Date, responsibility, state**

Column 1	Column 2	Column 3
1	**Preface** *[Headline] Headlines need a numbering.*	
1.1	Building Physics/ Cover/ Acoustics *[Headline]* *The numbering of a subitem have to contain the number of the superior item.*	
	The latest information by designers are available and will be added to the tender documents. *[Open Task]* *Please write one table row for each minutes item/headline.*	02/15
	Construction AG has to deliver the latest drawings to Startup AG. *[Open Task]*	Construction AG
	Building application The plannings are available and were added by StartUp AG. *[Information]*	
2	**Architect planning** *[Headline]*	
2.1.	Planning state *[Headline]*	
	StartUp AG displays till 03/17/08 the latest cost progress and possible savings. *[Open Task]*	StartUp AG 08/03/17
	The planning of the floor and wall are available and were distributed by Construction AG to Startup AG. *[Finished Task]* *Mark a finished task with „finished" in the third column.*	Construction AG, Oct 08 finished
	Drawing names/ list of drawings StartUp AG suggests considering the specifications for the revision documents already when delivering documents. *[Decision]* *Mark a Decision with „Decision" or „decided" in the third column.*	StartUp AG, Decision

Attachments
Specification abstract
Signatures participants list

Created
Dubai, 08/01/21
Signed

Important: Mind to write **only one** row in the table for each meeting minute item or headline.

-- Column 1 - Numbering --

The Numbering of headlines must comply with the following scheme:

1. General 1.1. Building physics	or	A. General A.1. Building physics
Not allowed: A General 1 Building physics / Acoustics		

All minor headlines must include the number of their corresponding major headline.

-- Column 2 - Minutes Contents and Headlines --

Always enter **content items without a numbering** whereas **headlines with a numbering.**

-- Column 3 - Recognition of Minutes Content Types --

conjectPM distinguishes between the following 4 Content Items:

> **Open Task:** Enter a **Date** (for all valid formats refer to chapter 6), a **Responsibility** (company or person) or the status "**open**", "**pending**" or "**unfinished**".

> **Finished Task:** Enter status "**finished**", "**done**" or "**completed**".

> **Information:** No entry or "**For information**", "**Information**", "**Note**" or "**Comment**".

> **Decision:** Enter "**Decision**" or "**Decided**".

Note: Separate responsibilities, dates and status with a comma or a new line. If a content item was not correctly interpreted you can still correct it before saving the meeting minute (refer to chapter 2.2).

2.2 Import Meeting Minutes

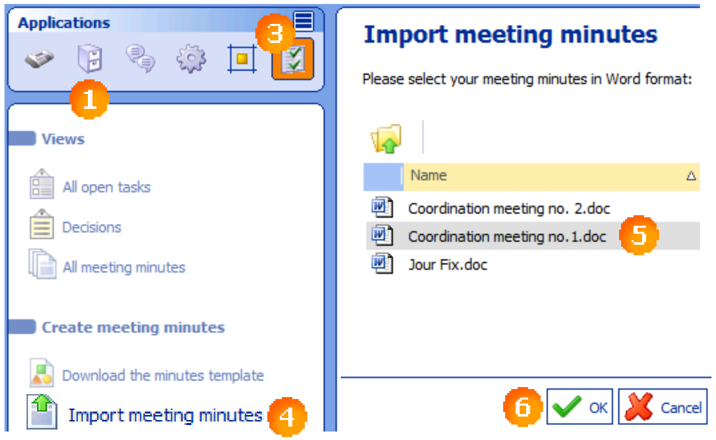
After you edited the Word template you can now upload the meeting minute Word file into a folder of the Project Space, then import it in the meeting minutes application and make corrections if necessary:

1. Go to the "**Document Management**" application.
2. Select a folder and upload the meeting minute Word file.

Note: For further information how to upload files please refer to our manual *Document Management*.

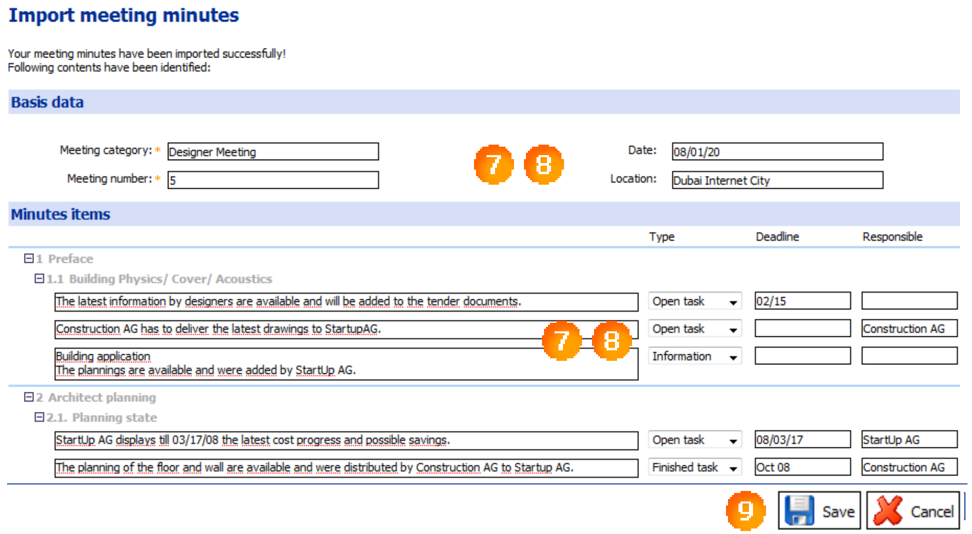
When uploading a document you can concurrently send it to all involved or interested parties with a message. Access to the Meeting Minute application should be granted to the management team of the project only (refer to information in chapter 1).

3. Now switch to the "**Meeting minutes**" application.
4. Click on "**Import meeting minutes**" on the left side at "**Create meeting minutes**".
5. In the next screen browse to the folder from step 2 where you stored the meeting minute Word file and click on it.



6. Click on "**OK**" to import the meeting minute.
7. Check whether all contents but especially the Type of an conztent item, Date and Responsibilities were correctly identified.
8. If necessary do corrections.

Note: The meeting minute Word file which you uploaded in the Documents Management application stays unchanged if you do corrections here.

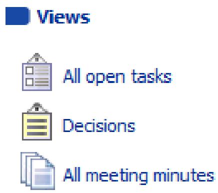


9. Finally import the meeting minute with a click on "**Save**".
10. If you find errors at the **Headlines** or **Numbering** or if you want to add new contents then click on "**Cancel**", change the meeting minutes Word file and import it anew. To edit the Word file online in the Project Space you can use the "**Online Edit**" function (for further information refer to our manual *Document Management*).

In the Views of the Meeting Minutes application you can now find all Open Tasks or Decisions arranged due to the Meeting Categories.

3 Meeting Minutes Views and Filter Options

Our Meeting Minutes application offers 3 Views on all imported meeting minutes arranged due to your freely defined Meeting Categories:

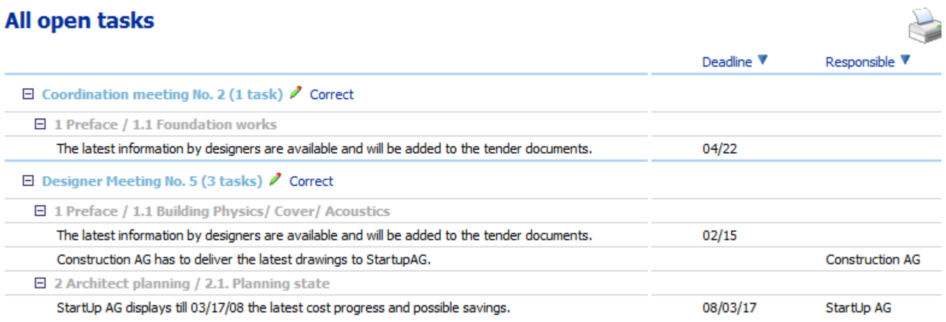


> **All open tasks**: Shows all Open Tasks of the current version of all your different Meeting Categories.

> **Decisions:** Shows you a history of all Decisions of all versions of all your different Meeting Categories.

> **All meeting minutes:** Shows a list of all imported versions (No) of all your different Meeting Categories.

Use the ⊞ symbol to expand a view and thus to show sub items or ⊟ to reduce a view.

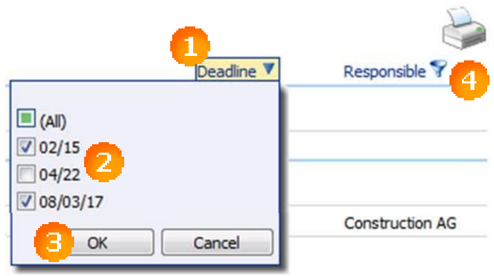


Note: If you use the views "**All open tasks**" and "**Decisions**" our system only shows Open Tasks or Decisions of the latest imported version of a Meeting Category (e.g. Nr. 5). Formerly Open Tasks or Decisions of previous imported versions of a Meeting Category (e.g. Nr. 4 when having a current version 5) as well as the content items "Information" und "Finished Tasks" are **not shown**. If you want to view these items then open the corresponding meeting minute file in the Documents Management application (refer to chapter 2.2). Otherwise use the "**All meeting minutes**" view and click on Correct to view the contents of a meeting minute and if necessary to correct it (refer to chapter 4).

-- Filter Options --

Using the filter options you can narrow down the shown Open Tasks or Decisions by **Responsibility** or **Deadline**.

1. Click on the drop-down menus "**Responsible**" and "**Deadline**" or "**Date of meeting**", to call up the filter options.
2. Select a filter criterion.
3. Click on "**OK**" to activate the filter.



4. As soon as you set a filter this is indicated by a filter symbol at the drop-down menu.

Use the **Print icon** to print the currently shown list of all filtered Open Tasks or Decisions.

4 Correct Minutes Contents

You can correct meeting minute contents when importing it (refer to chapter 2.2) and at any time later. But you cannot change headlines or add new contents (refer to the section at the end of this chapter).

1. Call up the meeting Minute in question using the "**All open tasks**" view (refer to chapter 3).
2. Click on "**Correct**". Correct
3. Do your changes and click on "**Save**".

Note: You can access formerly Open Tasks or Decisions of previous imported versions of a Meeting Category (e.g. Jour Fix No 1 when having a current version

No 2) only via the "**All meeting minutes**" view. Here you can delete a meeting minute as well. Just click on the "**Delete**" button to do so.

All meeting minutes

	Meeting date		
⊟ Coordination meeting			
Coordination meeting No. 2	08/01/20	Correct	Delete
Coordination meeting No. 1	20.11.08	Correct	Delete
⊟ Designer Meeting			
Designer Meeting No. 5	08/01/20	Correct	Delete

To change even the Numbering or Headlines or to add new contents you have to edit the corresponding meeting minute Word file and then import it with the **same Number (No) and Meeting Category on the cover sheet**. Doing so overwrites the existing version of this Meeting Category (refer to chapter 5).

5 Update Meeting Minutes

If you want to update a Meeting Category you have to download the corresponding meeting minute Word file from the Document Management application (if necessary) and then edit it locally on your computer (e.g. add new contents, change the Type of content items, etc.) (Refer to chapter 2.1).

Alternatively you can use the function "**Online Edit**" to edit the meeting minute Word file online via the Project Space (For further information about this function refer to our manual *Document Management*. To import the new version of the Meeting Category proceed as described in chapter 2.2.

Important: Note to **increase the Number (No)** of the Meeting Category but to **keep the Meeting Category** on the cover sheet.

If you enter a Number which was already given to a version of this Meeting Category, then this version will be overwritten when you import the meeting minute (refer to chapter 4).

If the Meeting Category doesn't match the existing one (e.g. you make a typo) then you create a new Meeting Category and the existing one is not updated with a new version.

6 Key Word and Meeting Minutes Content Types

You can use the following terms on the cover sheet instead of the ones used on the Meeting Minutes Template:

<table>
<tr><th>Meeting category</th><th>No.</th><th>Date</th><th>Location</th></tr>
<tr><td rowspan="3">Type of meeting
Type of minutes
Minutes category
Meeting Minutes
Minutes
Meeting
Discussion
Topic
Subject
Title</td><td rowspan="3">Number
Meeting number
#</td><td rowspan="3">On
Meeting date
From
Date/Time</td><td>Meeting location
Site
Place
City</td></tr>
<tr><th>Project</th></tr>
<tr><td>Project code
Code
Description
Project description</td></tr>
</table>

Identification of the 4 Content items via Key Words in column 3

Open Task	Finished Task	Information	Decision
Date Responsibility (e.g. company or person) open unfinished pending	finished completed done	Information For information Note Comment	Decision decided

Valid date formats in column 3 (refer to chapter 2.1)

quick ongoing critical soon immediately now yesterday	important overdue late qtr urgently urgent Half year	Week 1 1. Week WK 1 1. WK Quarter 1. Quarter Quarter 1 Q1	All valid date formats like: 1-1, 9-12-1, 2009-12-1 01-01, 09-12-01, 2009-12-01 09-Jan-01 2009-Jan-1

You can as well use terms like “at the end of Q1”.

7 Technical Support

If you have any questions regarding the use of **conject Meeting Minutes** or have any problems, our Support Team is happy to assist you. You can reach us:

weekdays from 7.30 a.m. to 6 p.m.

+49 (89) 95414 - 800

support@conject.com

Note: You want to learn more about **conjectPM** and how to handle the functionalities?

Please read our manuals at the **Start page** of the project space after the login or on our website at:

http://www.conject.com/en/project-management/support/overview.html#c7062