CP-08 CPPM - AiM User Guide

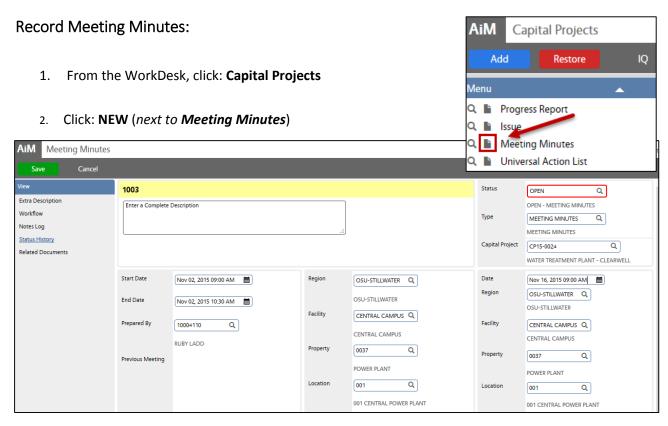
## Meeting Minutes Definition

The **meeting minutes** screen captures meeting details and enables the user to begin a paper trail of the issue lifecycle, from inception to change order. Meeting minutes can track multiple types of meetings, from design meetings to weekly progress meetings. This screen also optionally allows for the quick creation of the next meeting so queries can be built for future meetings and meeting locations. Issues associated to the meeting minutes have a significant impact on capital project planning by providing the earliest notice of potential problems affecting project cost, scope, and schedule.

The Meeting Minutes type code does not have a hierarchical relationship with statuses.

## Responsibility: PROJECT MANAGER / ADMINISTRATIVE ASSISTANT

The Project Manager or Administrative Assistant will perform the following procedures in AiM for creating Meeting Minutes in AiM.



- The Meeting Minutes number and Status will be populated automatically.
- 4. Enter a description of the Meeting minutes
- 5. Select **Type**, Click: Q Zoom
- 6. Select **Capital Project**, Click: Q Zoom
- 7. Enter a Start Date, End Date and select Prepared By.
- 8. Click: Q Zoom, populate the Region, Facility, Property and Location
- 9. Select Date of NEXT Meeting and populate the Region, Facility, Property and Location
- 10. From Meeting Minutes screen, click: Save