

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.

Record Meeting Minutes:

1. From the WorkDesk, click: **Capital Projects**
2. Click: **NEW** (next to **Meeting Minutes**)

3. The **Meeting Minutes** number and **Status** will be populated automatically.
4. Enter a **description** of the Meeting minutes
5. Select **Type**, Click: Zoom
6. Select **Capital Project**, Click: Zoom
7. Enter a **Start Date**, **End Date** and select **Prepared By**.
8. Click: 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**