MEETING AGENDA & MINUTES: HOW TO

Meeting agendas and minutes are distributed via Procore unless the owner has required an alternate process.

1. Click the “Meetings” tab to view existing minutes or create new meetings.

2. Meetings are viewable from this page.

3. To create a new Meeting, select the “Create Meeting” button.

Procore has two types of meetings:

- *A New Meeting is a blank form ready to be completed with meeting information and items.*
- *A Follow-Up Meeting is based on an existing meeting in “Minutes Mode”. The new meeting’s title, time, location and overview sections will default to the information from the meeting the Follow-Up is based on. All fields can be edited. Any “Open” items in a Follow-Up Meeting will be copied forward to the new meeting.*

4. Depending on if you are creating a new meeting or a follow-up meeting to a series of meetings, make your selection accordingly.

5. If a new meeting is desired, click the “Create A Completely New Meeting” button. Fill in the associated information fields for that meeting and select invitees. Then click the “create” button at the bottom of the page.

6. From this screen click on the “Add Item” button to create an outline for your meeting.

7. A pop-up will appear where you can create categories that will serve as an agenda. Examples of items may include next meeting, safety, traffic control/security, quality assurance, RFIs, ASIs, submittals, changes, pay application, old business, and new business. These are only examples and will differ depending on PM, architect, or owner preferences. Once you have outlined one item, select “Save & Create Another”. If you are done adding items, click “Save”.

8. When you are ready to send out the agenda, click the “Distribute Agenda” button. This will send it out to all invitees.

9. Once the meeting has been held, it is crucial that the notes you took during the meeting are input as meeting minutes. Select the meeting agenda in which you participated. Click the “Convert to Minutes” button.

10. At the bottom of each agenda item you added earlier, you will see a location to enter the minutes. Click the hyperlink “Add Minutes” to do so.

11. Click “Save” after entering minutes for each item. Once the minutes are entered, click the “Distribute Minutes”. This will allow all parties to review the minutes and comment on any revisions they may have noted.

12. If the meeting is part of an on-going series of meetings throughout the life of a project, click the “Follow-up Meeting” button to create the agenda for the next meeting.

13. Repeat items above for the next meeting.