Meetings

Configure Advanced Settings: Meetings

Configure the Meeting Settings

1. Navigate to the project's **Meetings** tool.
2. Click the **Configure Settings** icon.
3. Configure the settings as follows:

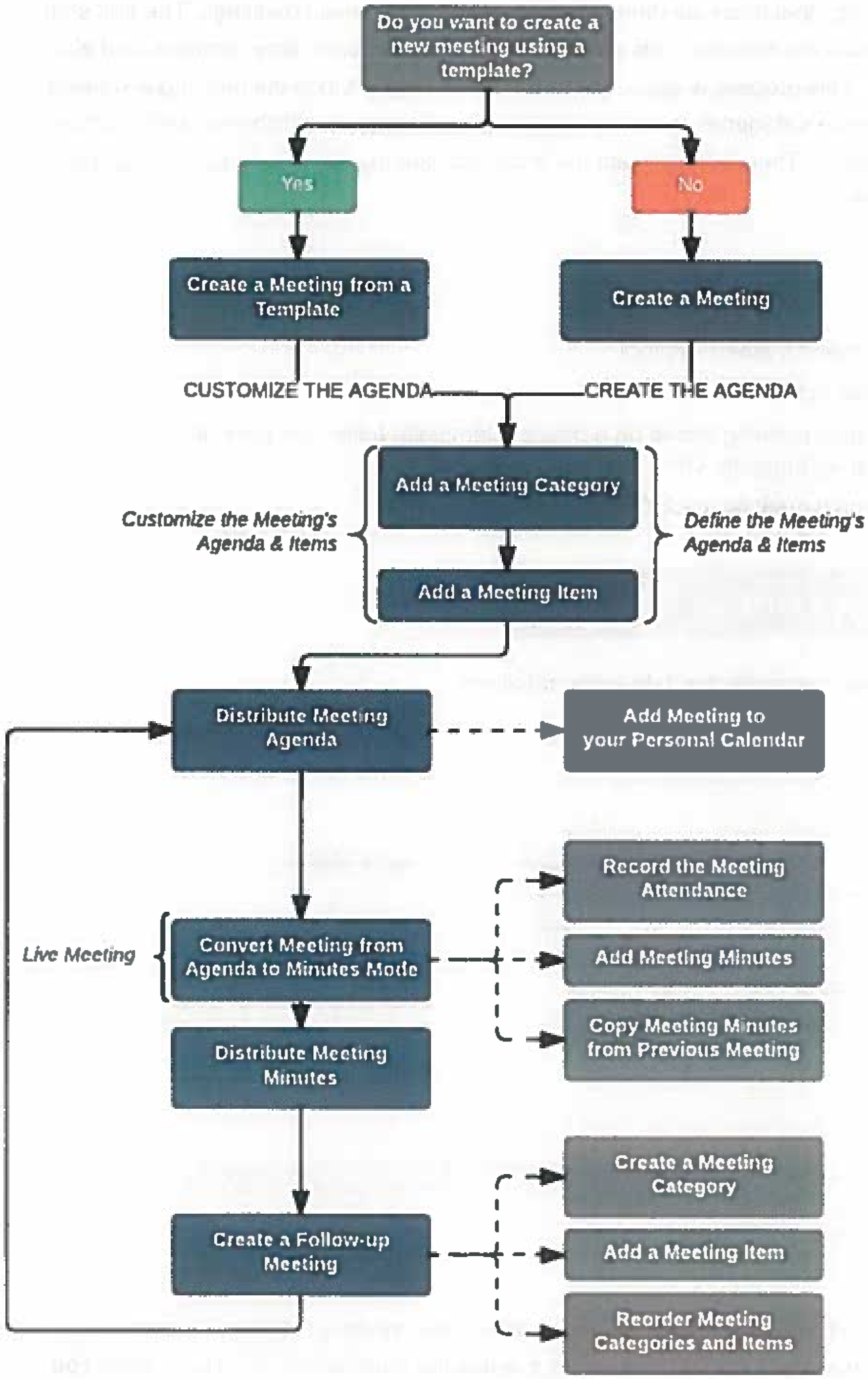
- **Meeting View: Choose 'Category' (this is the default setting).** *Notes*: If you choose 'Category', meeting creators will be able to organize the business items added to a meeting by meeting categories. Also, meeting creators will be able to create a meeting from a template.
- **Enable Old/New Business Column: Do not check this box.** When a mark is placed in this checkbox, the system adds a column to the meeting items table that indicates whether the item is old or new business when the meeting is in category view.
- **Meetings Private by Default**: Mark this checkbox so that meetings will be created private by default. When creating the Subcontractor meetings make sure to make them public.
- **Automatically Show Previous Minutes:** Choose how many previous meeting minutes to automatically show for each meeting item. **Enter "1" in the box.**
- **Show Previous Minutes on the PDF: Select this checkbox** to show the "automatically shown previous minutes" and "starred" minutes on the meeting PDF.
- **Enable Cost Codes on Meeting Items: Do not mark this checkbox.**
- **Enable Descriptions on Meeting Items: Mark this checkbox** to include a description field on all meeting items. Uncheck this box.
- **Enable Attendee Approval and Comments: Mark this checkbox** so attendees can approve and comment on minutes.
- **Label for Custom Field 1 (Short):** Enter a name for a custom field. (This is optional)

- **Label for Custom Field 2:** Enter a name for a second custom field. (This is optional)
- **Use Meeting Wide Numbering:** If this setting is selected, meeting numbering will stay the same throughout the entire meeting series regardless of re-arranging meeting items within a meeting. The meeting item numbering under the "Topic #" column will show as (meeting #).(meeting item # - in the order the items were created).

4. Click **Update** to save any changes.

Configure User Permissions for Meetings

1. Navigate to the project's **Meetings** tool.
2. Click the **Configure Settings** icon.
3. Click **Permissions Table** in the right side pane.
4. Set each user's permissions:
    - Access
    - No Access


Do you want to create a new meeting using a template?
Yes
No
Create a Meeting from a Template
Create a Meeting
CUSTOMIZE THE AGENDA
CREATE THE AGENDA
Customize the Meeting's Agenda & Items
Add a Meeting Category
Add a Meeting Item
Define the Meeting's Agenda & Items
Distribute Meeting Agenda
Add Meeting to your Personal Calendar
Record the Meeting Attendance
Live Meeting
Convert Meeting from Agenda to Minutes Mode
Add Meeting Minutes
Copy Meeting Minutes from Previous Meeting
Distribute Meeting Minutes
Create a Meeting Category
Create a Follow-up Meeting
Add a Meeting Item
Reorder Meeting Categories and Items

Create a Meeting

You can use the Meetings tool to create detailed agendas for your project meetings. The first step in the process is to create the meeting. This process lets you set the date, time, location, and also to invite the attendees. This process is described in the Steps below. Once the meeting is created, you can move on to create categories (see Create a Meeting Category), which are used to group agenda items into subjects. Then, you can add the individual agenda items (see Add a Meeting Item) to your categories.

Steps

1. Navigate to the project's **Meetings** tool.
2. Choose from these options:
   - To create a new meeting based on a meeting template, follow the steps in Create a Meeting from a Template. OR
   - To create a new meeting, click **Create Meeting**.

3. In the **General** tab, complete the data entry as follows:

   - **Meeting #:** Indicates the meeting number. When you create a meeting, Procore automatically assigns the first meeting in a series the number one (1). Then, when you create a follow-up meeting, Procore assigns the next meeting in the series the number two (2), and so on. *Note*: This field does not support the entry of letters, symbols, and leading zeros.

- **Meeting Name:** Type a name, title, or descriptive subject line for the meeting.
- **Private Meeting:** Mark this checkbox so that the meeting is only visible to invitees and users with 'Admin' level permissions to the Meetings tool.
- **Draft Meeting:** Mark this checkbox to save the new meeting as a 'Draft.'
- **Meeting Date:** Use the calendar control to set the date for a meeting.
- **Time zone:** Select a time zone for the meeting.
- **Start Time:** Select a start time for the meeting. Include a.m. or p.m. after the start time.
- **End Time:** Select an end time for the meeting. Include a.m. or p.m. after the finish time.
- **Meeting Location**: The location where the meeting will be held (e.g., Conference Room A, Conference Room B, and so on).
- **Overview**: Enter a meeting summary or description. You can use the controls in the formatting toolbar to format your overview.
- **Attachments**. Attach any relevant files. You have these options:
    - Click **Attach File(s)** and then choose the appropriate option from the shortcut menu that appears. OR
    - Use a drag-and-drop operation to move files from your computer into the grey **Drag and Drop File(s)** box.
- **Scheduled Attendees:** Add meeting attendees by selecting people from this drop-down list. To appear as a selection in this list, a person must have a Procore user profile in the Project Directory.

4. Click **Create**.
Notes:
    - A banner appears to confirm that the meeting was created and the page title changes to 'Meeting Agenda for <Your Meeting Name>'.
        - If you want to add additional categories to your meeting, see Create a Meeting Category.
        - If you want to add meeting items (a.k.a., agenda items) to your meeting, see Add a Meeting Item.
    - The system automatically adds one (1) category to the meeting (i.e., it is named 'Uncategorized Items'). You can rename this category by typing over the name.

Add a Meeting Category

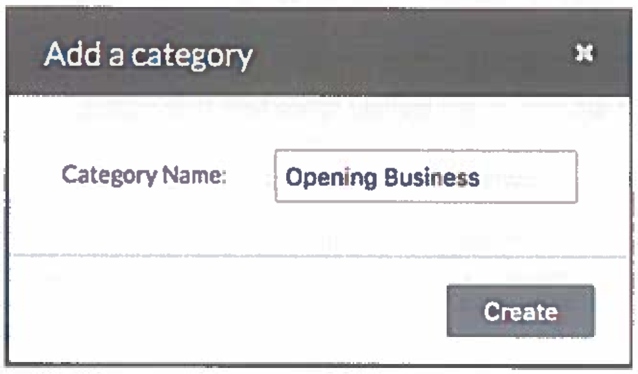
A meeting category gives you the ability to organize your meeting items into logical topics. There is no limit to the number of categories or meeting items that you can create in a meeting. This gives you a flexible way to create an agenda tailored to your specific meeting goals and project needs. Some examples of possible meeting categories include:

- **For a pre-construction meeting**, you might want to organize meeting items into categories such as: Introductions, Contract Information, Prevailing Wage and Billing Procedures, Background Checks, Permits, and so on.
- **For a construction progress meeting**, you might want to organize meeting items into categories such as: Preparation Activities, Contractor Progress Statements, Payment Issues, and so on.

Steps

Add a Category to a Meeting

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting and place it in edit mode as follows:
   - Click **Edit** OR
   - Click **View** and in the page that appears, click **Edit**.
3. At the bottom of the page, click **Create Category**. The 'Add a Category' window appears.



4. Do the following:
   - **Category Name**. Enter a name for the new category. If you choose to leave this blank, the system applies the default name '(edit)' to the new category.
5. Click **Create**.
   The system adds a new category to the edit meeting page. A number is assigned to the category in the order it was created.

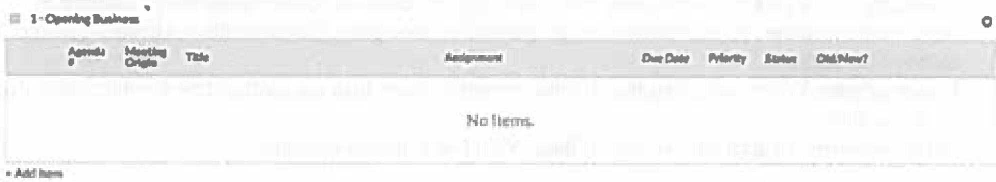
You can now add a meeting item to the category.
Tip! You can also grab categories and meeting items by the hamburger (≡) button and use a drag-and-drop operation to position them in the desired order. The system will automatically adjust the categories and meeting items to list in the correct numerical order.

Add a Meeting Item

In Procore, a *meeting item* (a.k.a., an 'agenda item') is single, distinct topic on a meeting agenda. If you are facilitating a meeting using Procore's Meetings tool, you can add categorized or uncategorized meeting items to any meeting that you create.

Steps

1. Navigate to the project's **Meetings** tool.
2. Choose from these options:
   - If you want to add meeting items to an existing meeting, locate the desired meeting in the list. Then click **Edit**. This places the meeting into edit mode.
3. If you want to create categories to group your agenda items, complete Create a Meeting Category. Then click **Add Item**.



4. In the 'Add a Meeting' window, do the following:

   - **Title**: Enter a descriptive meeting title.
   - **Assignment:** Type the name of a person to assign that person responsibility for completing the item. When you start typing, the system searches the Project Directory for the person who matches your entry. To be assigned to a meeting item, the person must be added to the Project Directory.
   - **Due Date**: Use the calendar control to specify a due date for the meeting item.

- **Status**: Set the status as 'Open', 'On Hold', or 'Closed'. This lets the responsible parties designated in the Assignment field know whether or not they need to take additional action. The default setting for a new meeting item is 'Open.'
- **Priority:** Set the priority as 'High', 'Medium', or 'Low'. Setting the priority of a meeting items gives responsible parties a better idea about which items should be addressed first, and which items can be addressed last and/ or pushed to a follow-up meeting.
- **Category:** Select the category for your meeting item. If you create a meeting item in a specific category, the system will display that category by default. Other selections display in alphabetical order. If you have not yet named a category, the selection 'Uncategorized' will display bydefault.
- **Description:** Write a description for the meeting item that describes the item in fuller detail than the title.
- **Attachments.** Attach any relevant files. You have these options:
    - Click **Attach File(s)** and then choose the appropriate option from the shortcut menu that appears. OR
    - Use a drag-and-drop operation to move files from your computer into the grey **Drag and Drop File(s)** box.

5. Choose from these options:
    - If you want to save the item, click **Save.**
      OR
    - If you want to save the item and immediately create the next meeting item, click **Save & Create Another.**
      Note: The Meeting Origin column reflects the meeting number the item was created in.

Distribute a Meeting Agenda

Steps

1. Navigate to the project's **Meeting** tool.
2. Click **Edit** next to the Meeting for which you would like to distribute the agenda.
3. Click the **Distribute Agenda** button in the right pane.
4. All attendees listed on that meeting will receive an email with the meeting's agenda.

Redistribute a Meeting Agenda

If you've made edits to your meeting, you can always redistribute the agenda to the meeting's attendees by clicking **Redistribute Agenda** in the right pane. This will resend the agenda to the attendees of the meeting.

1. Click **Edit** next to the meeting you want to redistribute the agenda for.
2. Click the orange **Redistribute** button in the right pane. (*Note*: You will only see this button if you have previously distributed the meeting before.)

Add a Meeting To Your Personal Calendar

Steps

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting in the list.
3. Click the calendar icon (see the illustration below).

6/9 WEEKLY SITE REVIEW

	#	Meeting Overview	Meeting Date	Meeting Time	Meeting Location	State	# Items	
View	1	final heights and dimensions at 2nd floor hallway. Approved metal access panels where we need ceiling access to work on control modules. Outlet decisions. TV layout review	06/09/2015	9am - 10am	Betteravia	Minutes	3	

The system downloads the ICS file to the Downloads location specified by your web browser settings.

Convert a Meeting from Agenda to Minutes Mode

When you first create a meeting, the system automatically places the meeting into agenda mode. While the meeting is in agenda mode you can set up the meeting details. Once the meeting occurs, you can click the **Convert to Minutes** button. The switches the meeting to meeting mode. This allows you to mark the attendees as *Absent* or *Present*. It also lets you capture the meeting minutes for each meeting item on the agenda.

Steps

Convert a Meeting to Minutes Mode

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting.
3. Click **View**.
4. Click **Convert to Minutes**.

A YELLOW banner appears to confirm that the meeting has been placed into minutes mode.

Record the Meeting Attendance

Steps

1. Complete the steps in Convert a Meeting to Minutes Mode.
2. Scroll down to the 'Scheduled Attendees' list.

SCHEDULED ATTENDEES

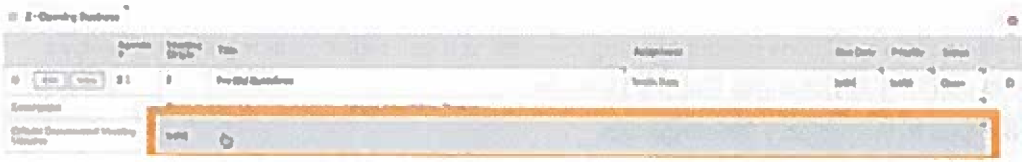
Person	Company	Present	Absent	For Distribution Only	Conference
Architect, Archie	Architect Design Firm	✔	✖	✖	✖
Electrical Engineer, Ernie	Electrical Engineers, Inc.	✔	✖	✖	✖
Framing Subcontractor, Fabio	Horizon Framing Co.	✖	✔	✖	✖
Mechanical Engineer, Mike	Mechanical Engineers, Inc.	✔	✖	✖	✖
Project Manager, Pat	Procore General Contractors	✖	✖	✔	✖
Superintendent, Sam	Procore General Contractors	✔	✖	✖	✖
Plumbing Subcontractor, Paul	Tide Plumbing Co.	✖	✖	✔	✖

1. Record the meeting attendance as follows:
   - **Present:** If the attendee was physically present, place a GREEN checkmark in this column.
   - **Absent:** If the attendee was absent, place a GREEN checkmark in this column.
   - **For Distribution Only:** If the attendee was included on the invite for informational purposes only, place a GREEN checkmark in this column.
   - **Conference:** If the individual was a remote attendee (i.e., via conference call or other third-party meeting software), place a GREEN checkmark in this column.

Add Meeting Minutes

Steps

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting in the list. Then, depending upon which mode the meeting is in, you have these options:
   - If the meeting is in 'Agenda' mode, click **View**. Then click **Convert to Minutes.**
     OR
   - If the meeting is in 'Minutes' mode, click **Edit** or **View**.
3. Scroll to the category that contains the item for which you want to add minutes.
4. In the 'Official Documented Meeting Minutes' section of that item, click in the **(edit)** field.



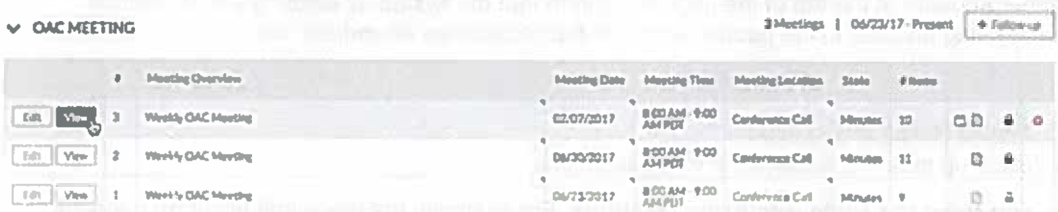
This opens a section where you can enter meeting minutes.

5. Enter all relevant meeting minutes information.
6. Click **Save**.

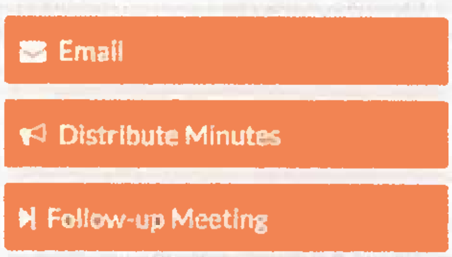
Distribute and Redistribute Meeting Minutes

Distribute Meeting Minutes

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting in the list. Then click **View**.



3. Click **Distribute Minutes**.



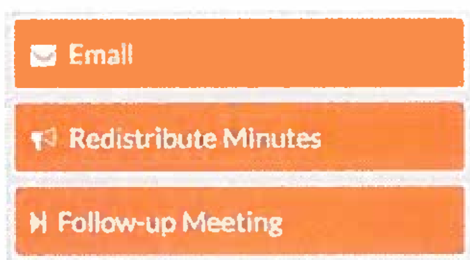
A banner appears at the top of the page to confirm that the system is sending a PDF version of the meeting minutes to the people named in the 'Scheduled Attendees' field.

Redistribute Meeting Minutes

If you make edits or additions to your meeting minutes, you can redistribute meeting minutes so attendees can view any changes that you've made.

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting in the list. Then click **View**.

3. Click **Redistribute Minutes**.



A banner appears at the top of the page to confirm that the system is sending a PDF version of the meeting minutes to the people named in the 'Scheduled Attendees' field.

Create a Follow-up Meeting

Creating a follow-up meeting is useful for these situations:

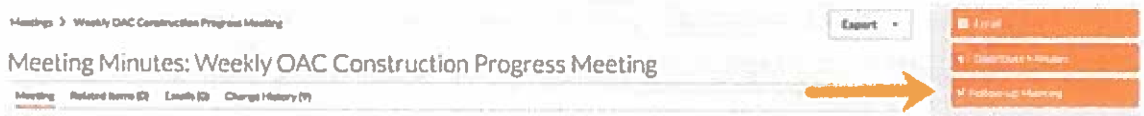
- **When You Need to Create Recurring Meetings**. For example, meetings that occur on a regular basis with set agenda items each time (e.g., Pre-Construction Meeting, Daily Project Meeting, Weekly Construction Progress Meeting, and so on).
- **When You Need to Create Follow Up Meetings**. For example, suppose that time ran short on a previous meeting. Now, you need to create a follow-up meeting so the attendees can continue the discuss and resolve any open items (e.g., an OAC Meeting, a Safety Meeting, and so on).

Steps

There are two ways you can create a follow-up meeting. You can either create the follow-up meeting directly from the first meeting, or you can create a follow-up meeting from the Create a Meeting page.

Create a Follow-up Meeting from a Meeting's View Page

1. Navigate to the project's **Meetings** tool.
2. Locate the desire meeting. Then click **Edit.**
3. In the right pane, click **Follow-up Meeting.**

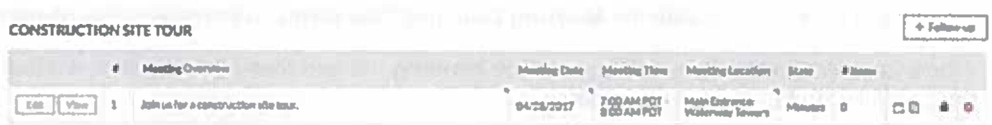


Notes:

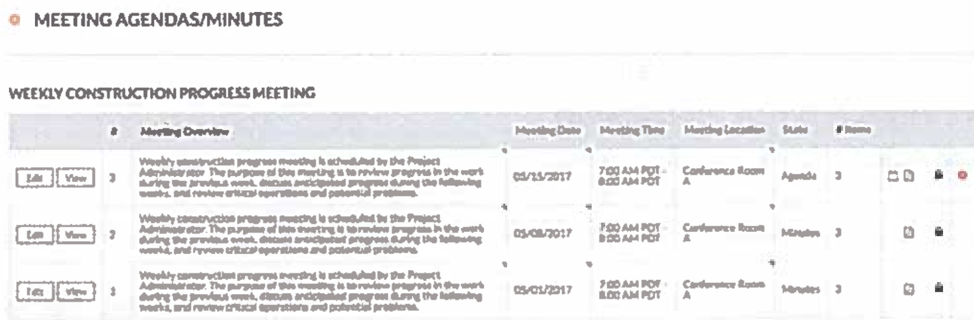
- See [Edit a Meeting](#) for next steps.
- If you would like to change the name of the meeting sequence, save your changes to the follow-up meeting, navigate back to the Meeting log, and click **Edit** next to one of the meetings.
- The meeting will have to be in minutes mode to create a follow-up meeting forit.

Create a Follow-up Meeting from the Meeting Agendas/Minutes Page

1. Navigate to the project's **Meetings** tool.
2. Locate the desired meeting in the list.
3. Click the **Follow-up** button.
   Notes:
   - The Follow-up button is only available when a meeting is in the *Minutes* mode, as pictured below.



   - If you have multiple meetings with the same name (e.g., *Weekly Construction Progress Meeting*), as pictured below, be aware of the following:
     - The Follow-up is only available when all of the meetings are in the *Minutes* mode. As shown below, if one or meetings is NOT in the Minutes state, no button appears. Instead, click **View** next to the desired meeting. Then follow the steps in [Create a Follow-up Meeting from a Meetings View Page](#) above.
     -



- If all of the meetings are in the *Minutes* mode, clicking the button creates a follow-up meeting for the latest meeting in the series.

4. Edit the new follow-up meeting as desired. The options are similar to when you create a meeting.
   Tip! Always be sure to update the **Meeting Date** and **Due Dates** in the new follow up meeting.
5. When you have finished your edits, click the **Meeting** tab and then click **Update**. A 'Meeting Successfully Updated' banner appears.