

## Post Training Exercise

### Pre-Meeting Mode

Create a meeting site (create a meeting date in the future)

Click on the meeting date once it has been generated

- Add 2 agenda items (parent)
- Add 4 sub/child items each item should have an attachment, a motion and a description.

Prepare the agenda package

View the agenda package

- You can edit the agenda if any changes need to be made then re-prepare and view the agenda package

Publish the agenda package

- Publish portal
- Publish the agenda document
- Notify users

View the agenda package again

- You can edit the agenda if any changes need to be made then re-prepare and view the agenda **you will also need to republish the PDF agenda (under documents)**

### OPTINAL STEPS

Approve the agenda

Add 1 or 2 late items with attachments and motions

Prepare the merged and addendum packages

Change your meeting mode to conduct meeting

Publish the revised agenda(s) package and unpublish the original agenda

- Publish the revised agenda(s) document
- unpublish the original agenda
- Notify users

## **Conduct Meeting Mode**

Invoke roll call

Create minutes for your agenda items (where it makes sense to add minutes)

Select mover, seconders and a result for all motions

Create a new agenda item called New Business

Create 2 sub/child items under New Business

- Each item should have a motion with who moved and seconded the motion as well as a result

Conclude the meeting and sign everyone out

## **Post Meeting**

Prepare the post minute package

Review the word document

Make any edits in esCRIBE as needed in post minute status then re-prepare the post meeting package

Publish the minute document in pdf

View the participant page by selecting administration then participant view on you menu bar

Download the various documents published to participants