MasterLibrary™
Construction Administration Software

Meeting Notes Quick Start Guide

An Introduction To Implementing The MasterLibrary™ Meeting Notes Tool

Meeting Notes is one of the most popular tools in MasterLibrary™ software's **Project Management** module for one simple reason—transparency.

The system allows you to document decisions made in different meetings throughout the life of a project. Information is reported in real time for access by authorized team members with the option to associate Meeting Notes with open RFIs, Submittals and/or Field Orders/RFPs.

The result is cross-project transparency with a corresponding increase in accountability among team members. The Meeting Notes Series archive can quickly clarify questions that may arise after a portion of a project has been completed.

The information in this *Meeting Notes Quick Start Guide* is designed to help all team members use this tool to everyone's advantage.

Thanks in advance for your attention. As always, MasterLibrary™ Customer Support is available online and on the phone if you need additional help.

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Prerequisites

To use the Meeting Notes tool, you will need to have:

- A MasterLibrary™ company and user account
- Read the *Quick Start Guide For All Users*
- Logged into the software and explored the interface
- Become familiar with basic software icons, screens and conventions
- Been assigned to a MasterLibrary™ project team as a Project Admin or Team Member

If you do not have all these prerequisites, please see your organization's MasterLibrary™ Company Admin.

The Meeting Notes Tool In Action

Team members can stay on the same page whether they can attend a particular meeting or not with 24/7 access to MasterLibrary™ software.

At your project's **Weekly Owner Status meeting,** the Architect or CM running the meeting now uses MasterLibrary™ software to manage Meeting Notes.

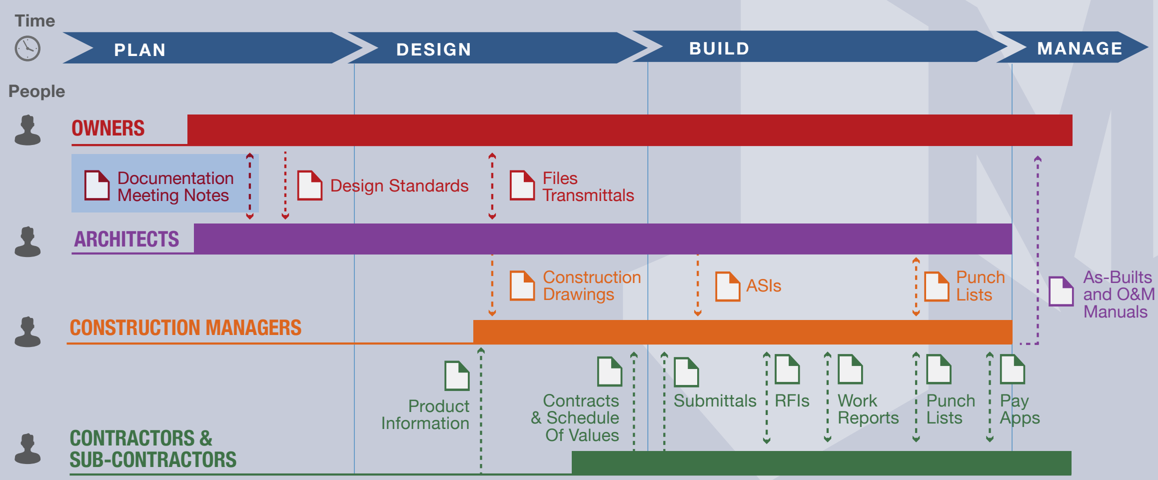
- The appropriate Meeting Notes screen with agenda and attachments is projected so all attendees can view at the same time.
- If someone is attending the meeting from a remote site via a conference call, they can log into the software to view the same Meeting Notes screen.

The person running the meeting quickly reviews the status of each major project component, skimming through those that are on schedule and on budget, followed by a deeper dive into those items that are not.

- Issues are documented in notes from prior meetings that include the responsible team member, a due date, and descriptive narrative.
- Open RFIs, Submittals and Field Orders/RFPs are displayed in seconds where they can be discussed, commented upon and assigned for follow-up.

The weekly Owner's meeting is held quickly and efficiently with little to no finger-pointing, based on the historical data that can easily be retrieved in multiple ways.

This is just one example of how the MasterLibrary™ Meeting Notes tool can improve team productivity.



Meeting Notes Process Overview

There are five major phases of the MasterLibrary™ software Meeting Notes tool:

1. Create a Meeting Series
2. Schedule a Meeting with an Agenda
3. Host the Meeting
4. Track Open Items
5. Close Items

1 Create Meeting Series

1. Create Series.
2. Designate another Series Admin.
3. Grant access to Team Members.

2 Schedule Meeting with an Agenda

1. Create a Meeting with an Agenda & optional Attachments.
2. Email Agenda to designated Team Members.

3 Host a Meeting

1. Host a Meeting.
2. Indicate participants & optional recipients.
3. Include attachments.
4. Add Meeting Notes with Category & assign Team Member if action is required.
5. Publish & email PDF of Meeting Notes.

4 Track Open Items & update

1. Use Reporting tools to track Open Items.
2. Update Meeting Notes.
3. Add optional open RFIs, Submittals, and Field Orders/RFPs.

5 Close & Archive Meeting Notes

1. Close & archive Meeting Notes.
2. View Archived Meeting Notes, if needed.

As shown above, each phase includes a few simple steps as outlined in this *Quick Start Guide.* For more complete procedural documentation, select the Help icon ? from within the application to display an Index.

?

Help icon

— continued —

Meeting Notes: Five Easy Phases

1
Create Meeting Series

Note: These *Quick Start* pages are procedural overviews. Select the Help icon from any screen in the software to display an index of available online documentation.

1. Create A Meeting Series

From any Project screen, select the Meeting Notes tool from the Project Management modules (top line) in the blue header.

Your **Meeting Note Series summary screen** will be displayed with no entries if this is the first Series created.

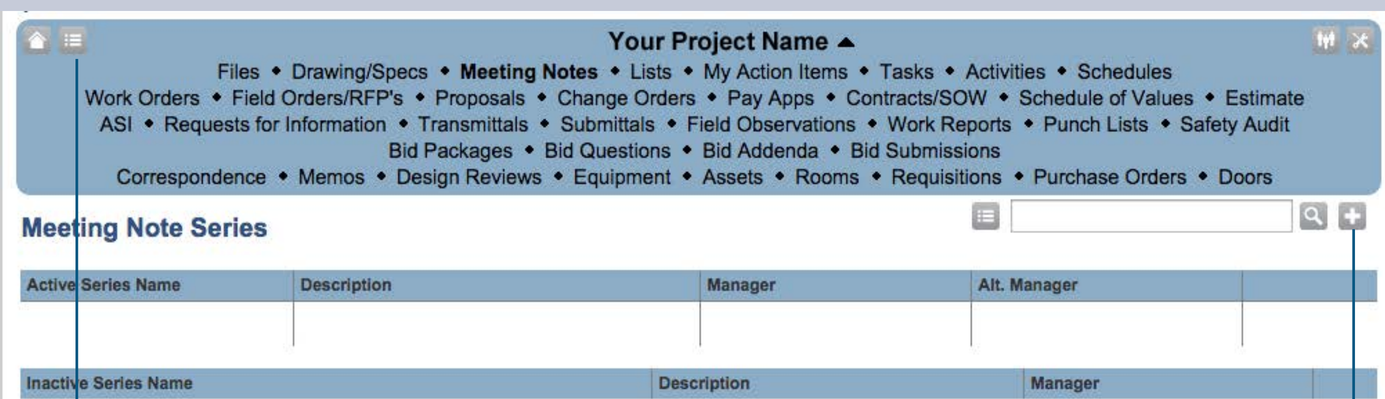
1-1. Create A Meeting Note Series

Select the **Create/Add** icon to the upper right of the Meeting Note Series summary screen.

Note: You can also access the Meeting Notes tool from the **Tool Index** Menu icon.

Create/Add icon

Meeting Note Series Summary Screen with no entries



Tool Index icon

Create/Add icon

— continued —

Add a Meeting Note Series screen with sample entry for Weekly Owners Meeting

Alternate Series Manager

Team Member access

Save Information button

1

Create Meeting Series

The **Create Meeting Note Series screen** will be displayed, where you can enter basic information:

- **Series Name** (e.g., Weekly Owners Meeting)
- **Series Description**

1-2. Designate Alternate Meeting Series Manager

Select a Team Member from the **Alternate Meeting Series Manager** drop-down menu. It is recommended that this person be from the same company as the primary Series Manager.

Complete the other fields, as desired, including:

- **Include Open RFIs**
- **Include Open Field Orders/RFPs**
- **Include Open Submittals**

1-3. Grant Meeting Series Access to Team Members

Select the boxes next to the names of the Team Members who you want to access this Meeting Note Series.

1-4. Select the **Save Information** button.

2
Schedule A Meeting with an Agenda

2. Schedule a Meeting with an Agenda

Once the Meeting Notes Series has been created and Team Members assigned, you can schedule meetings in the series.

2-1. Create a Meeting with Agenda & Attachments

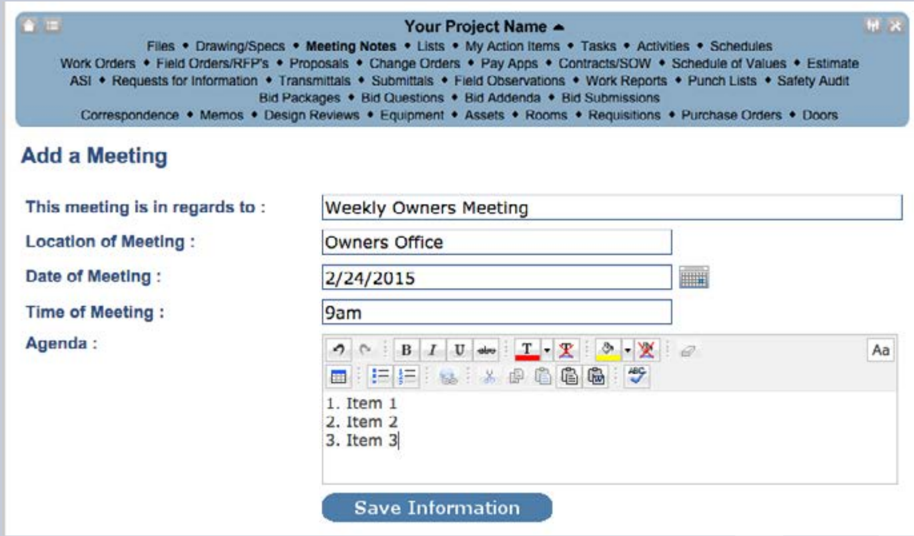
From your Meeting Series summary screen:

1. Select the **Meeting Series name** for which you want to schedule the meeting.

   The summary screen for the selected Meeting Series will be displayed.

2. Select the **Create/Add icon** to the upper right of the screen. An **Add a Meeting screen** will be displayed.

Add a Meeting screen with entry for Weekly Owner Meeting



3. Enter the following meeting information:
   - **Subject**
   - **Location**
   - **Date & Time**
   - **Agenda** (free-text field with formatting)
4. Select the **Save Information** button.

   A **draft version** of the Meeting Notice screen will be displayed (see next page).

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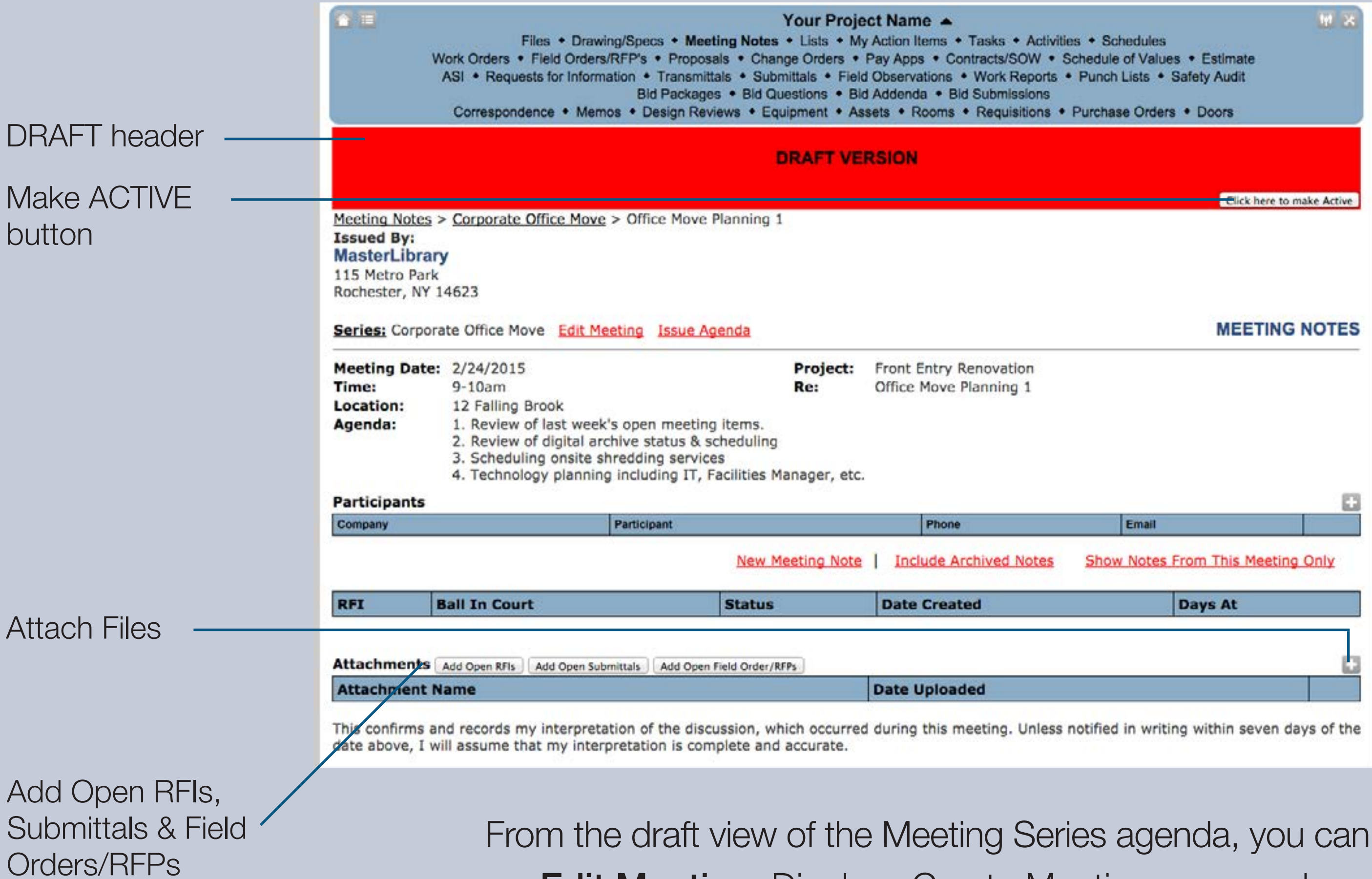
DRAFT VERSION of Meeting Notes Agenda screen



2

Schedule A Meeting with an Agenda

From the draft view of the Meeting Series agenda, you can:

- **Edit Meeting:** Displays Create Meeting screen where changes can be made to the agenda and other fields.
- **Attach Files:** Upload PDFs and other files using the Create/Add icon to the right of the Attachments field.
- **Add Open RFIs, Submittals and Field/Order/RFPs:** Select the appropriate buttons.

5. Once you are satisfied with the draft and attachment settings, select **Click here to Make Active.**

   The Meeting occurrence changes from **Draft** to **Active,** as shown on the next page, but the Agenda has not yet been sent. Users granted access in step 1 will now see this Meeting in their summary page.

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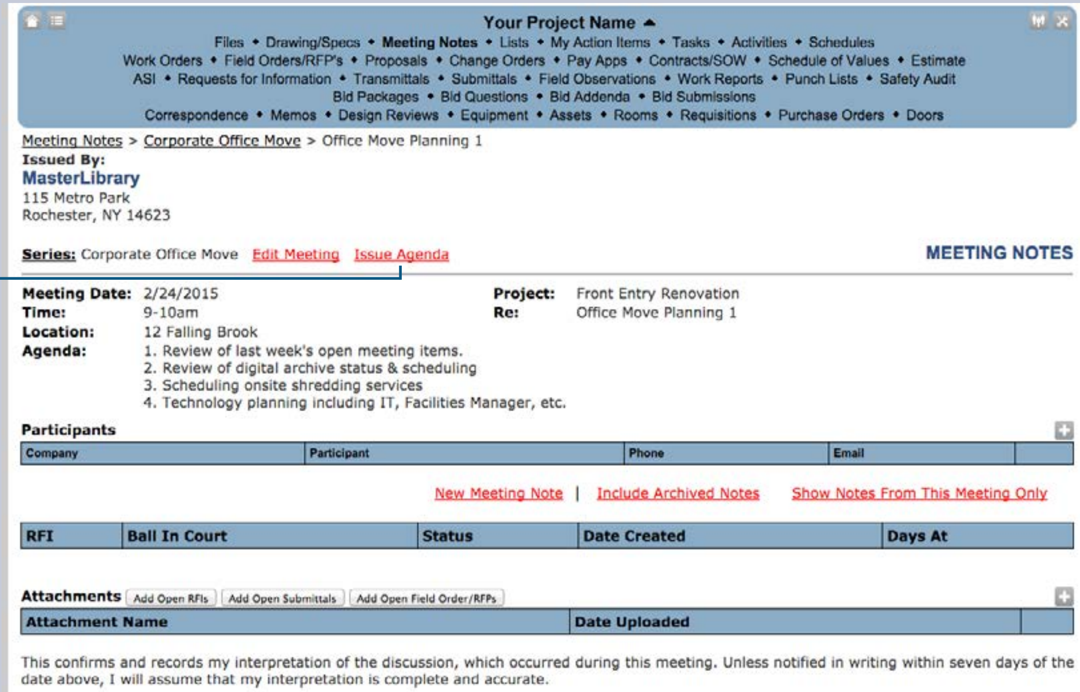
2

Schedule A Meeting with an Agenda

Active Meeting Notes screen

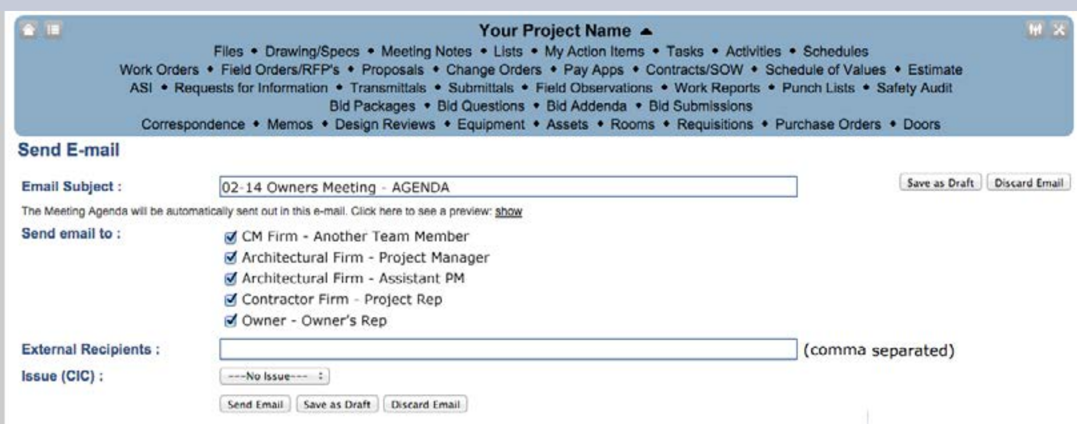
Issue Agenda



2-2. Email Meeting Agenda to Series Members

If you are satisfied with the draft and want to send the agenda, select Issue Agenda from the Active Meeting Notes screen. The Email Meeting screen will be displayed.

Email Meeting screen



1. Enter an email Subject line.
2. Select the boxes next to the names of Project Members that should receive the Meeting notice.

— continued —

2

Schedule A Meeting with an Agenda

2-2. Email Meeting Agenda to Members (cont.)

3. Enter any non-MasterLibrary Users meeting invitees' email addresses.

   Note that these invitees will only be able to see the basic meeting information; they will not be able to log into the software as they don't have accounts.

4. Select an associated **Issue** if desired.
5. Select **Send Email** to send the Meeting notice with agenda and attachments to all meeting invitees.

The Meeting Note Series summary screen will be displayed with the new meeting shown.

Note: You can also **save** the email as a draft or **discard** it from this screen. Saved emails can be opened, edited if needed and sent at a later date.

3

Host a Meeting

3. Host Meeting

When you host the scheduled meeting, be sure to have a screen projector and access to MasterLibrary™ Software via an Internet-connected laptop or tablet.

3-1. Host A Meeting.

1. Log into the software.
2. Select the **Meeting Notes** tool.
3. Select the appropriate **Meeting Notes Series** from the summary page.
4. Select the **Meeting** being hosted.

The **Meeting Notes screen** will be displayed as shown on the next page. When first displayed, the **Meeting Notes** screen will include the information entered in phase 2, Schedule Meeting.

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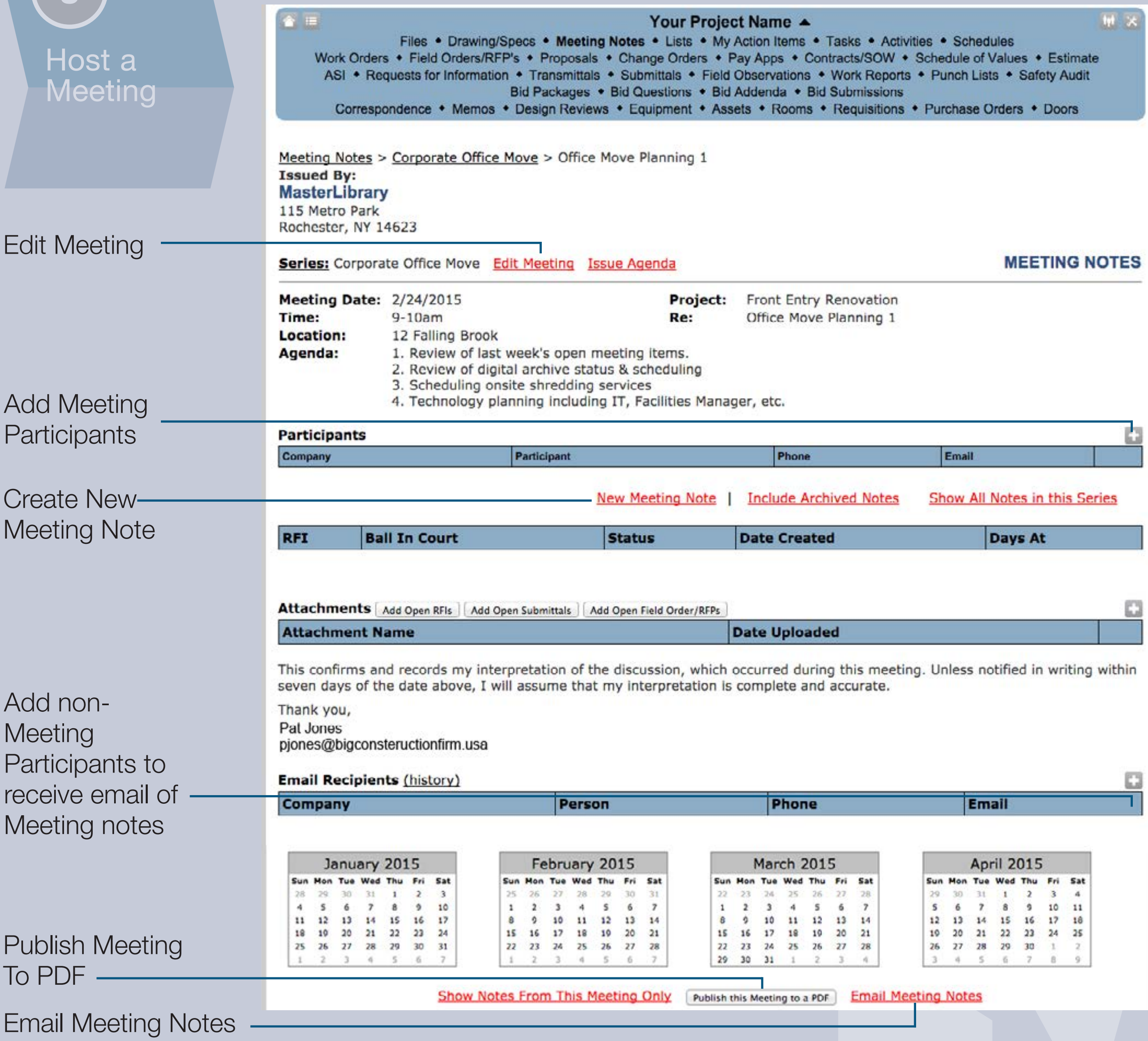
3

Host a Meeting

Meeting Notes Agenda screen



3-2. Indicate Participants and Optional Recipients

1. Select the **Add/Create** icon from the **Participants** field to display a screen to indicate who is in attendance at the meeting.
2. Select the boxes next to the Meeting Participant names and then **Save Information.** Participants are automatically added to the **Email Recipients** list.

— continued —

3
Host a Meeting

3-2. Indicate Participants & Recipients (cont.)

3. If you want someone who is not a Meeting Participant to receive the emailed Meeting Notes, add them using the **Create/Add icon** in the **Email Recipients** field.

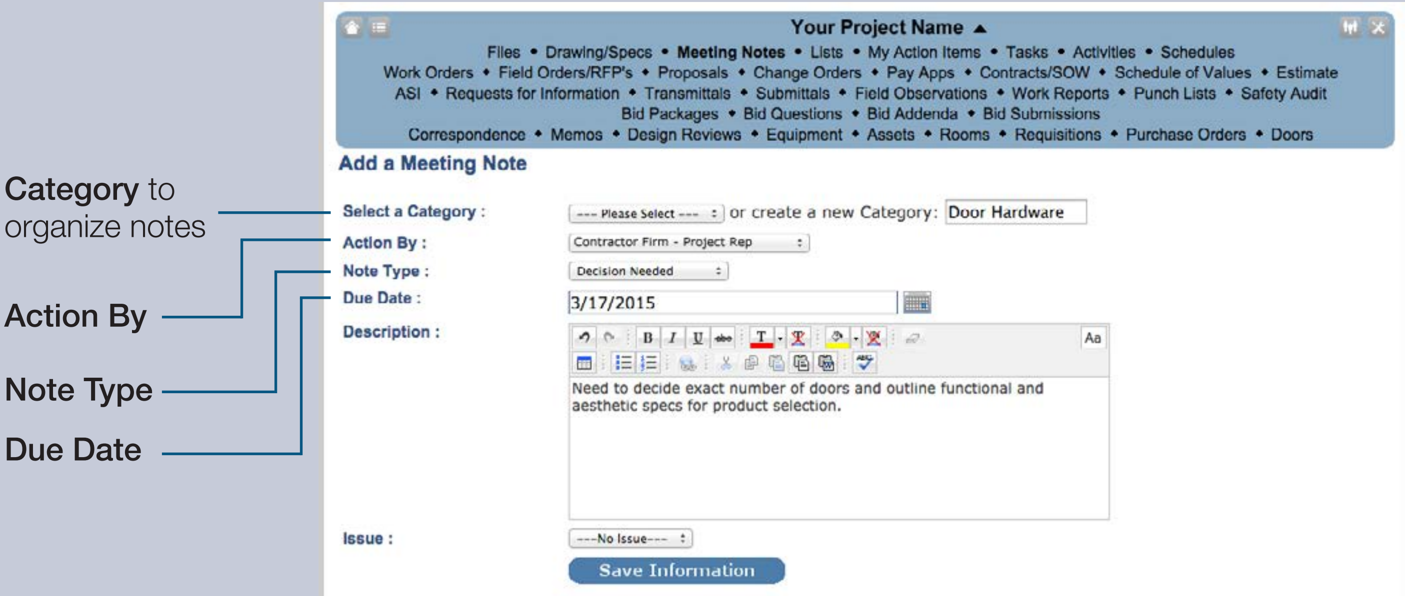
3-3. Include Attachments if needed

1. Select the **Create/Add icon** in the **Attachments** field to display a dialogue window to navigate to the files to be attached to the Meeting Notes.
2. Select **Save Information.**

3-4. Add Meeting Notes with Category and Assigned Team Member

The power of this tool is, not surprisingly, the creation, tracking and updating of issue-specific Meeting Notes that puts everyone on the same page.

Meeting Notes screen



Meeting Notes are created during the meeting to document specific items that arise and need to be addressed in some way. Available fields include:

- **Category,** to group individual notes across meetings or series, which facilitates tracking and reporting.

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3-4. Add Meeting Notes & Assign Member (cont.)

Meeting Note Screen Fields (cont.)

- **Action By,** to assign the team member responsible for the item. Note this can be a team member who is not a Meeting participant.
- **Note Type** includes:
  - Action Item
  - Note
  - Decision Made
  - Program Requirement
  - Decision Needed
- **Due Date,** when the item is due from the assigned team member.
- **Description,** to provide narrative background.
- **Issue,** to associate with this specific Meeting Note. (Available Issues are set by the Project Admin.)

To create a Meeting Note from the Meeting Agenda screen:

1. Select New Meeting Note to display the Meeting Note window, as shown on the previous page.
2. Complete all fields based on mutual agreement at the meeting.
3. Select **Save Information.**

The Meeting Agenda screen will be displayed with a summary of the new Meeting Note appearing in that section of the screen as shown below.

Meeting Notes Category section in Meeting Agenda screen

New Meeting Note | Include Archived Notes Show All Notes in this Series

DOOR HARDWARE

Item	Description	Status	Due	Action By	
02.24.2015.001 (Decision Needed)	Need to decide exact number of doors and outline functional and aesthetic specs for product selection.	Open	03/17/2015	Mark Stein	

— continued —

3
Host a Meeting

3-4. Add Meeting Notes & Assign Member (cont.)

The following commands are available to Meeting Notes Series managers:

- Highlight the Item. Selecting the icon changes its color to yellow and causes the item to appear on the **Action By** category on the User's Dashboard.
- Re-categorize Meeting Note (see page 15)
- Create New Meeting Note (Same as selecting <u>New Meeting Note</u> command but pre-selects Category.)
- Archive Meeting Note (see page 15)
- Edit Meeting Note

3-5. Publish and Email PDF of Meeting Notes

Once the meeting is concluded, you can publish a PDF of the Meeting Summary with Notes to send to all Meeting Participants as well as other Team Members.

1. Select the **Publish This Meeting To A PDF** button at the bottom of the Agenda screen.

Publish This Meeting To A PDF button

2. Enter the desired PDF File Name and **Continue.**

A summary of all Meetings in the Series will be displayed.

3. Select <u>**Email Meeting Notes**</u> for the desired Meeting. (You can preview the PDF by selecting <u>**View PDF**</u>.)

The Submit PDF screen will be displayed (see next page).

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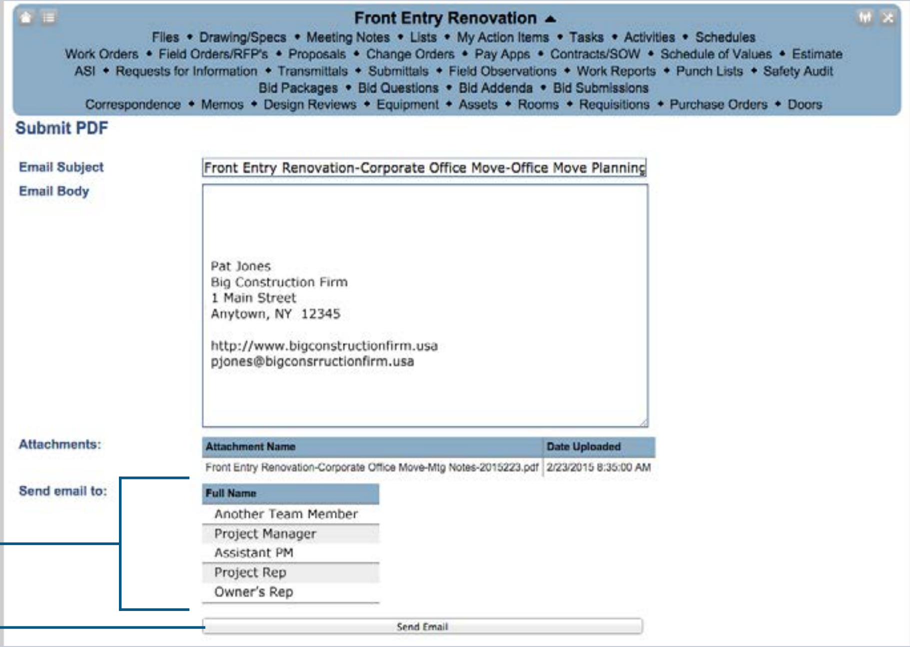
3-5. Publish & Email PDF of Meeting Notes (cont.)

Submit PDF screen

3

Host a Meeting



verify recipients before sending

Send Email button

4. Enter the fields, including Email Subject Line and Body.
5. Verify that all Attachments and email recipients are correct.
6. Select the **Send Email** button to publish a PDF of the Meeting Notes screen and any attachments, and send it to the listed recipients.

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3
Host a Meeting

Re-categorize Meeting Note

It is not uncommon for a Meeting Note to start in one category and evolve into another, either due to a broadening of the issue or the creation of a new category.

Displayed when the **Re-categorize Meeting Note** icon is selected, the screen below lets you:

- Assign a Meeting Note to a different existing category
- Create a new category for a Meeting Note

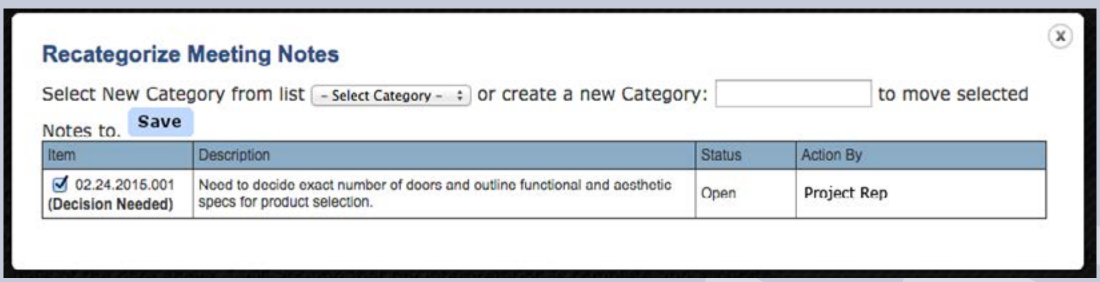
You can select multiple Notes to re-categorize together which saves time when transferring multiple notes from one category to another.

Archive a Meeting Note

Once a Meeting Note item is resolved (hopefully to all parties' satisfaction), the Note can be archived by selecting the **Archive Meeting Note** icon .

After you confirm the Archive request, the Note will no longer appear in future Meeting Agendas.

Re-categorize Meeting Notes screen



You can always view Archived Notes by selecting the View Archived Notes command in the **Meeting Agenda** screen.

4
Track
Open Items
& update

4. Track Open Items

As more meetings in a series are held (or new Meeting Series added), continue to document all items in MasterLibrary™ using the Meeting Note tool, which will make it easy to:

- Track open items for follow-up and eventual closure.
- See if any specific team members are late in meeting their deadlines.
- View an accurate snapshot of activities relating to specific issue or category in real time using flexible reporting options.

4-1. Use Reporting tools to manage Open Items.

To view a report from the desired Meeting Note Series summary page:

1. Select the drop-down Menu icon .
2. Select from the following reporting options:
   - **All Meetings** displays a summary of all Meetings in all Series with agendas and participants.
   - **Upcoming Meetings** displays a summary of all scheduled Meetings in all Series with dates, times, and locations.
     - Selecting **Show** displays that meeting's agenda.
   - **E-mail List of Open Meeting Notes** is only available to Meeting Series Managers and Alternate Managers. The Send E-mail screen is similar to that used in *2-2. Email Meeting Agenda to Series Members* (page 9).
     - Selecting **Show** under the email Body displays the Open Items Summary that will be appended to the end of the email that you are sending.

Open Meeting Item Summary Addendum Example

The Open Meeting Items will be automatically appended to the end of the e-mail body you enter above. Click here to see a preview: hide

Series	Meeting	Category	Number	Description	Action By
Action Item					
Corporate Office Move	Office Move Planning 1	Door Hardware	02.24.2016.001	Need to decide exact number of doors and outline functional and aesthetic specs for product selection.	Mark

— continued —

4
Track
Open Items
& update

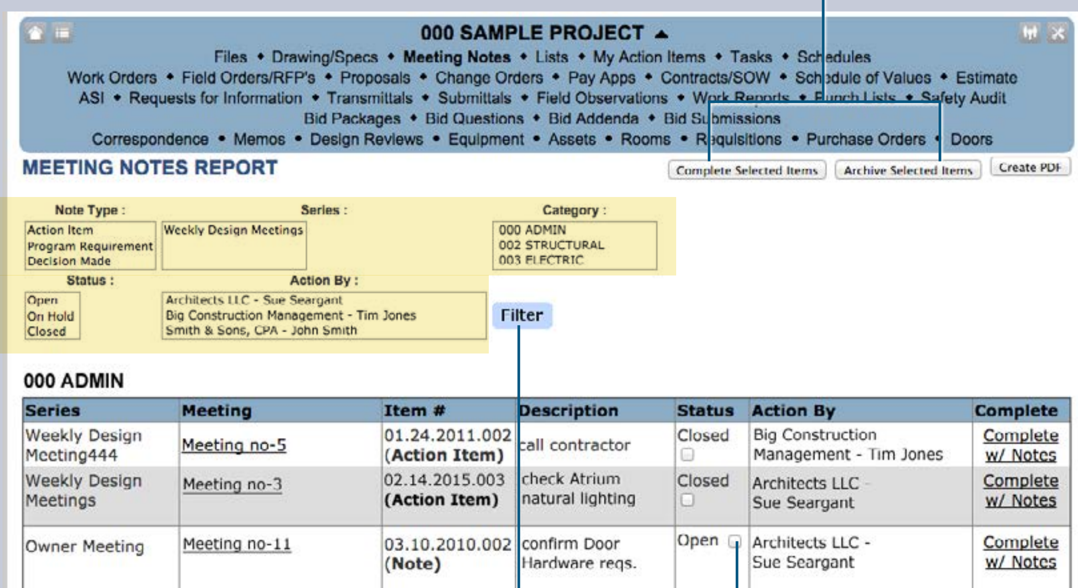
4-1. Use Reports to manage Open Items (cont.)

- **Manage Meeting Notes Categories** displays a summary of all Meeting Note categories which can be edited by selecting the Edit icon. (This tool is restricted to Project Admins.)
- **Reports** displays a summary of all Meeting Note categories with reporting filter options that include:
  - Type
  - Series
  - Category
  - Status
  - Action By

Complete or **Archive** selected item(s)

Sample Meeting Notes Report default screen

Reporting Filter parameters



Filter searches based on selected parameters

check box to select item(s)

Press and hold **control** while selecting other parameters to extend Reporting parameters.

You can extend your first selection by holding the Control key to select **multiple parameters** to easily drill down to exactly the report that meets your needs.

Other options from this screen include:

- **Complete** selected item(s) without notes/comments
- **Archive** selected item(s) with no notes/comments
- **Complete** individual items with notes

New Series

- **New Series** to create new Meeting Series.

— continued —

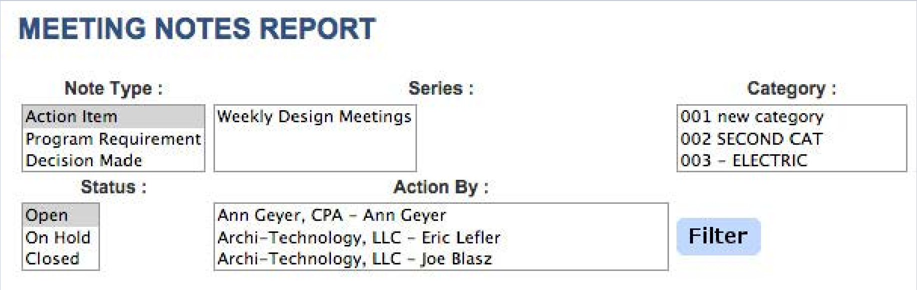
4
Track
Open Items
& update

4-1. Use Reports to manage Open Items (cont.)

To run a Report from the Meeting Notes Reports screen:

1. Select the desired reporting parameters. Multiple entries are allowed.

Sample Meeting Notes Report with selected reporting parameters



Press and hold **control** while selecting other parameters to extend Reporting parameters.

2. Select the **Filter** button to run the report using the selected parameters.

From here you can print a PDF of the report that you can then send to team members.

4-2. Edit, complete and archive Meeting Notes.

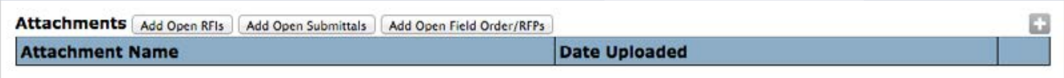
As items are followed up on, you can change the content and status of related Meeting Notes to keep everyone up-to-date on project progress.

Use the following commands to update, complete and archive Meeting Notes:

- Complete w/Notes from any report screen
- Select the **Edit** icon from the **Meeting Notes** screen next to the item you want to edit.

4-3. Add optional open RFIs, Submittals and Field Orders/RFPs.

Optional: Include open RFIs, Submittals and Field Orders/RFPs (inline or as a PDF attachment) by selecting the appropriate button next to the Attachments field.



5
Close & Archive Meeting Notes

5. Close & Archive Meeting Notes

5-1. Close and archive Meeting Notes.

Completed Meeting Items (i.e., their status has been changed to Completed) can be archived from the Meeting screen by selecting the **Archive** icon next to the desired items.

5-2. Viewing Archived Meeting Notes, if needed.

Archived Meeting Notes can be viewed at any time from the Meeting page by selecting **View Archived Meeting Notes.**

Resources For Successful Implementation

Quick Start Guide
For All Users

An Introduction To Implementing MasterLibrary™ Software at Your Organization

Hi project team member, and welcome to the growing family of MasterLibrary™ Software users.

This *Quick Start* guide provides a brief overview of the **people, processes** and **paperwork** that will be automated by the software.

Please take a few minutes to read this guide **prior** to your first MasterLibrary™ training session so you and the rest of your team can hit the ground running.

Thanks in advance for your attention. We look forward to helping you reduce project admin times, while increasing accountability among all project team members.

MasterLibrary
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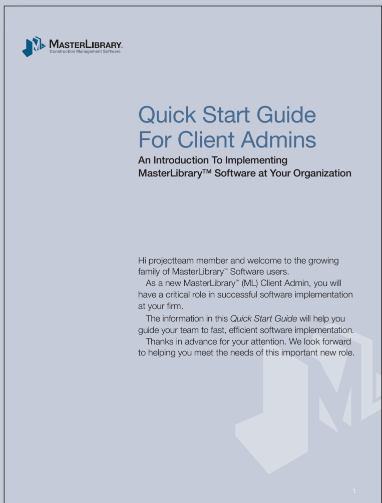

MasterLibrary
Construction Management Software

Quick Start Guide
For Client Admins

An Introduction To Implementing MasterLibrary™ Software at Your Organization

Hi projectteam member and welcome to the growing family of MasterLibrary™ Software users.

As a new MasterLibrary™ (ML) Client Admin, you will have a critical role in successful software implementation at your firm.

The information in this *Quick Start Guide* will help you guide your team to fast, efficient software implementation.

Thanks in advance for your attention. We look forward to helping you meet the needs of this important new role.

Help icon

New Features icon

Be sure to check the following online resources within MasterLibrary™ Software that make learning easy:

- ***Getting Started* Guide:** Distributed to all new software users with their access credentials, this PDF provides a basic overview of the software, including login and exploration instructions.
- ***Quick Start* Guides:** Two kinds are available:
  - **People:** General Users, Company and Project Admins
  - **Processes:** Submittals, RFIs, ASIs, Contracts (including SOV), Meeting Notes and others.
- **Help pages:** Select the **Help** icon to display a detailed index of available documentation. *(You can find answers to 90% of your questions here.)*
- **Request Help:** If you still have questions, select <u>Request Additional Help</u> at the top of the Help page for a request form which will typically be answered within the same day.
- **Linkedin Users Group:** Join fellow ML users to foster dialogue and practical use.
- **New Features Index:** We are constantly adding new features and improving existing ones to better meet your needs. Click on the New Features icon to see a chronological index of new MasterLibrary™ features. (You can also sign up for email alerts when new features are added.)
- **Blog:** Contribute to user dialogue about new feature updates, news-to-use and industry trends.
- **Phone Support:** Free U.S.-based phone support is available at **585.270.6676.**

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