



# MeetingBooster

---

**Quick Guide**



## TABLE OF CONTENTS

### Contents

i.	Accessing MeetingBooster online .....	3
	Go to the MeetingBooster site by clicking the link provided. ....	3
ii.	Viewing meetings .....	3
	Filtering by date .....	3
	Viewing past meetings .....	4
	Viewing meetings pending feedback .....	4
	Viewing minutes pending approval .....	4
iii.	Accepting or declining a meeting .....	4
iv.	Providing input on meeting agendas.....	5
v.	Approving meeting agendas .....	6
vi.	Viewing meeting minutes .....	7
vii.	Approving meeting minutes .....	8
viii.	Getting help .....	9



## i. Accessing MeetingBooster online

Go to the MeetingBooster site by clicking the link provided.

<http://aws02.ttuhscc.edu/MeetingBooster/>

- Enter your user name and password in the fields provided, and click **Login**.
- If you want the application to remember your login credentials, select the **Remember me** check box.
- When you first log into MeetingBooster, a dialog containing the end-user license agreement is displayed. Select the **I Accept the EULA above** check box to accept the end-user license agreement, and click OK.

## ii. Viewing meetings

The Meetings and Tasks tabs in the main window show your meetings and tasks. They may be filtered and sorted according to various criteria.

On the Meetings tab, you may see the following:

- All meetings that you have created
- All meetings that you have been invited to attend

### Filtering by date

- Select the Meetings tab to view meetings.
- Click the date range drop-down list, and then do one of the following:
  1. Select **Today**, **This Week** or **Next 30 Days** to filter meetings or tasks by a preset date range.



05/11/2014 - 18/11/2014 ▼

- Custom
- Today
- This week
- Next 30 days

2. Select **Custom** to open the date range selector and enter a start date and end date manually.

Select custom start and end dates by doing one of the following:

1. Selecting the desired dates in the calendar view to the left
2. Entering the desired dates in the date fields to the right

The screenshot shows a date range selector with three calendar views for October, November, and December 2014. The date range is set from 05/11/2014 to 18/11/2014. The interface includes 'Apply' and 'Cancel' buttons.

The list now shows all meetings or tasks within the date range selected.

### Viewing past meetings

To view past meetings, do one of the following:

- Click **Past Meetings** in the menu.
- Use the date range selector to select a date range in the past. See "[Filtering by date](#)" above.

### Viewing meetings pending feedback

- Click **Pending Feedback** in the menu to see a list of meetings awaiting feedback from you. For more information on the feedback feature, see "[Providing feedback on meetings](#)".

### Viewing minutes pending approval

- Click **Pending Approvals** in the menu to see a list of meetings whose agendas and/or minutes you have been asked to approve. For more information on the approval feature, see "[Approving meeting minutes](#)".

## iii. Accepting or declining a meeting

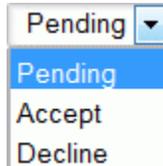
It is not necessary to accept a meeting before being able to attend it in MeetingBooster. Accepting a meeting, however, gives the meeting organizer advance notice that you will be attending, making planning tasks in connection with the meeting easier.

Note: Guests (meeting attendees who are not members of the organization's MeetingBooster installation) are not given the option to accept or decline meetings.



### On the MeetingBooster site

- Locate the meeting on the Meetings tab. If the meeting has not yet been accepted, its status will read Pending.
- Click the entry in the **Status** column. The meeting status changes into a drop-down list. (Depending on the browser you use, the column entry may already be a drop-down list.)
- Select **Accept** or **Decline**.



- If you select **Decline**, the meeting is removed from your list of meetings. However, you may still view and accept it by clicking the predefined filter **Declined Meetings**. This is useful if you decline a meeting by mistake.

### From an invitation e-mail

If you receive a meeting invitation by e-mail, you may have the same options for accepting the meeting that you normally do when using your e-mail client, or different options as described below.

- In Microsoft Outlook, there may be **Accept**, **Tentative** and **Decline** buttons.

## iv. Providing input on meeting agendas

When you have been invited to a meeting, you can send suggestions and comments to the meeting organizer from the MeetingBooster website. Such input can be very valuable to the organizer when creating or editing the agenda of the meeting.

### *Opening the meeting for input*

- Locate the meeting on the **Meetings** tab.
- Click the meeting title.
- Click **Provide Input**  on the **Agenda** tab of the meeting.

### *Entering and editing topic suggestions*

- On the **Topic Suggestions** tab, click **New Topic**  to add a topic suggestion, or click an existing topic suggestion to edit it.
- Provide a topic title.



Topic Suggestions    Comments

New Topic    Delete Topic    Attachment    Hyperlink

Topic Suggestion

Unreliable cooling systems in machine shop  
We need to look into the cooling systems ASAP. They are very unreliable and break down on a weekly basis.

Staff shortages

**B**   *I*   U                   Done

We need to investigate if we can get more staff to handle demand surges

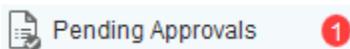
- (Optional) Enter a topic description and format it as desired.
- (Optional) Click **Attachment** or **Hyperlink** to insert an attachment or hyperlink in the topic suggestion.

## v. Approving meeting agendas

While the meeting organizer is responsible for creating an agenda for the meeting, he or she may want you to approve the agenda to make sure that everybody agrees on the content of the meeting before starting it. Likewise, the organizer may want you to review and approve the meeting minutes to make sure that everything that happened during the meeting was recorded correctly. MeetingBooster includes an approval system for both agendas and minutes.

Note: You can provide suggestions and comments for an agenda even when you have not been requested to approve it.

The number of meetings whose agendas or minutes are awaiting your approval is shown in red next to the **Pending Approvals** option in the menu of the main window.



You also receive an e-mail notifying you of the pending approval.

➤ Do one of the following:

- Click the link in the e-mail.
- Click **Pending Approvals** in the MeetingBooster main window to see a list of meetings whose agenda or minutes you have been requested to approve, and open the desired meeting for approval by clicking the meeting title.



Review the agenda shown.

- (Optional) Click **Approval Status**  to see a list of attendees requested to approve the agenda, and whether they have approved or rejected it yet.
- (Optional) Click **Provide Input**  to provide input before approving or rejecting the agenda.
- (Optional) Click **Show Changes**  to compare the current agenda with previous versions if available. Select the version you would like to compare with.

## vi. Viewing meeting minutes

The meeting minutes are displayed automatically after the meeting has ended and show the following information regarding the meeting:

- All basic information on the meeting (title, date, purpose, attendees etc.)
- All meeting notes
- All topic notes and conclusions
- All votes, pros/cons and ratings entered
- All attachments and hyperlinks added
- All tasks entered during the meeting

Note: You may also view current meeting minutes during the meeting. The organizer or note taker may edit the meeting minutes after the meeting.

### *Using meeting minute views*

- Click the **Minutes** tab to view the meeting minutes.
- Click the **Tasks** tab to view tasks entered during the meeting.
- Click **Conclusion** to view topic conclusions only and hide topic notes. This is very useful for getting an executive overview of lengthy meetings with many discussions.
- Click **Discussion** to view the complete meeting minutes with topic notes as well as conclusions.

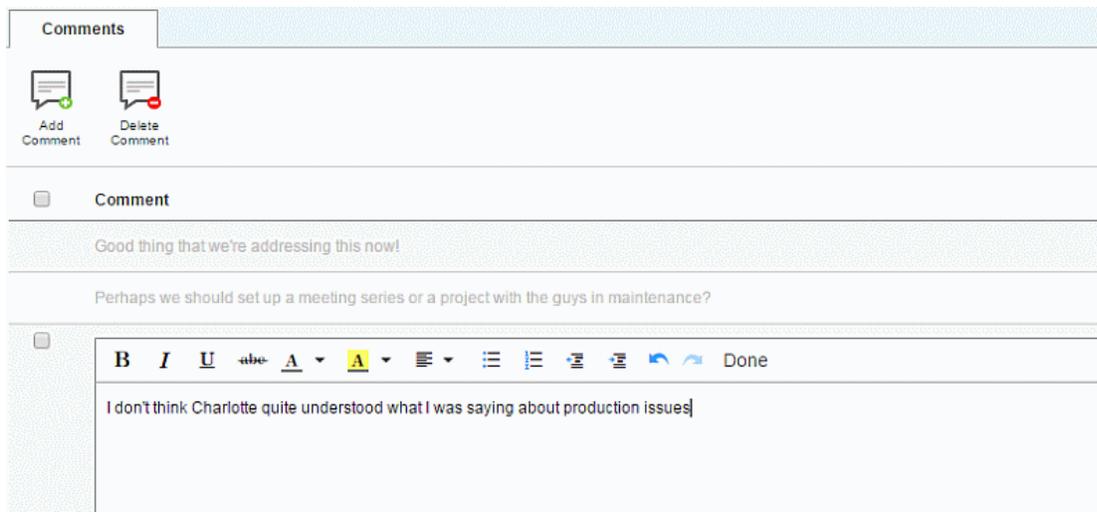
### *Providing comments on meeting minutes*

If you have suggestions for the meeting minutes, for example because you disagree with the wording of a particular note, you can provide comments on the meeting minutes for the note taker.



- Click **Provide Input**  .

A dialog opens where you may enter comments. The dialog may contain comments from you or other meeting attendees, including comments provided during agenda creation (if any). You can add new comments or edit your existing comments, as long as they have not yet been processed by the organizer.



- Click **Add Comment** .
- Enter your comment.
- Select the **Private** check box if the comment is only for the organizer or co-organizer.
- Click **Done** and **OK**.

## vii. Approving meeting minutes

At the end of a meeting, the organizer may want you to review and approve the meeting minutes to make sure that everything that happened during the meeting was recorded correctly. MeetingBooster includes an approval system for both agendas and minutes.

The number of meetings whose agendas or minutes are awaiting your approval is shown in red next to the **Pending Approvals** option in the menu of the main window.





You also receive an e-mail notifying you of the pending approval.

Do one of the following:

- Click the link in the e-mail.
- Click **Pending Approvals** in the MeetingBooster main window to see a list of meetings whose agenda or minutes you have been requested to approve, and open the desired meeting for approval by clicking the meeting title.
- Review the minutes shown.
- (Optional) Click **Approval Status**  to see a list of attendees requested to approve the minutes, and whether they have approved or rejected them yet.
- (Optional) Click **Provide Input**  to provide comments if you feel that the host has forgotten something important, or if you think that something has been misrepresented in the minutes.

A dialog opens showing all comments made during creation and approval of the agenda, letting you add new comments or edit your own comments.

- (Optional) Click **Show Changes**  to compare the current minutes with previous versions if available. Select the version of the minutes you would like to compare with.

## viii. Getting help

The MeetingBooster documentation is provided as online help in the program.

You can access the online help system by clicking **Settings**  at the top right of the MeetingBooster workspace and selecting **Help** in the menu that opens.

Some dialogs and screens display a question mark . You may click this to get additional help.