ENABLE 365 - Agenda

- Save time with effective meetings

AGENDA

User Manual

Introduction

Take Control of your Meetings with Enable 365 Agenda Meeting App

Agenda is a Microsoft Teams app to help you conduct meetings efficiently. With Agenda, meeting management will become easy, as you will have support from planning to execution and after-meeting tasks, such as distributing minutes.

After you have purchased Agenda for your business, it is ready to use on one or more Teams, depending on your license.

This guide describes how to use Agenda for all your meetings.

Good luck!

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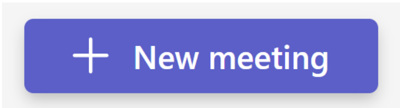
Create Meetings

Meetings can either be created from scratch or a template. The procedure is similar, but using a template will save time making recurring meetings that should have the same cases, setup, and participants.

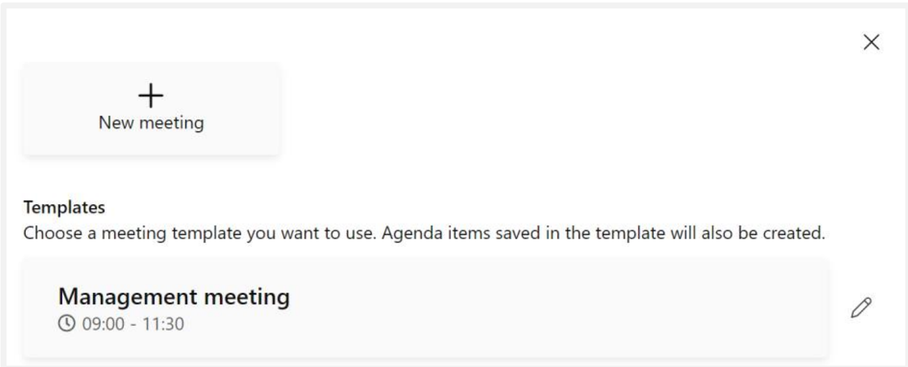
Tip! If you want to create a template, this is described in the Agenda-Setup guide.

In the following chapter, we have described how to create a new meeting from scratch.

Create a New Meeting from Scratch



Click "New meeting”

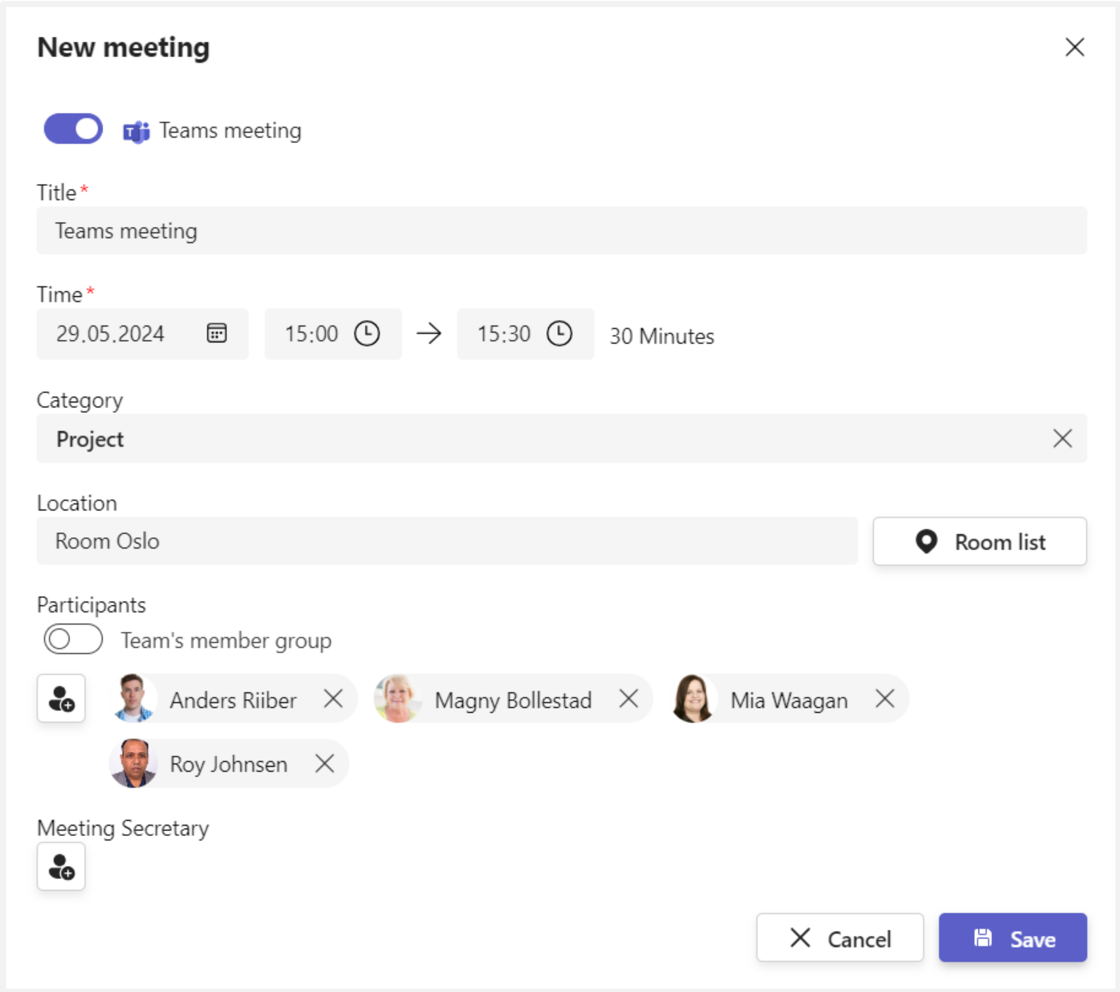


To create a new meeting from scratch, click the "New Meeting" button at the top. To use an existing template, see the list below.

Send Meeting Invitation to Participants

When creating a meeting, you can choose to make it a Teams meeting. This will automatically send an invitation to all participants, with the group calendar as the sender.

Note! This option is only available when creating a new meeting. If you do not have this option, ask your admin to approve the app to connect it to the calendar feature.



Next, fill in the title, time, and location. For the location, you can either enter it manually as text or use the "Room list" to select from available rooms in your organization. Note that using the "Room list" feature requires additional consent.

Suggestion! You can put the date before or after the title; this will make it simpler to locate the meeting later.

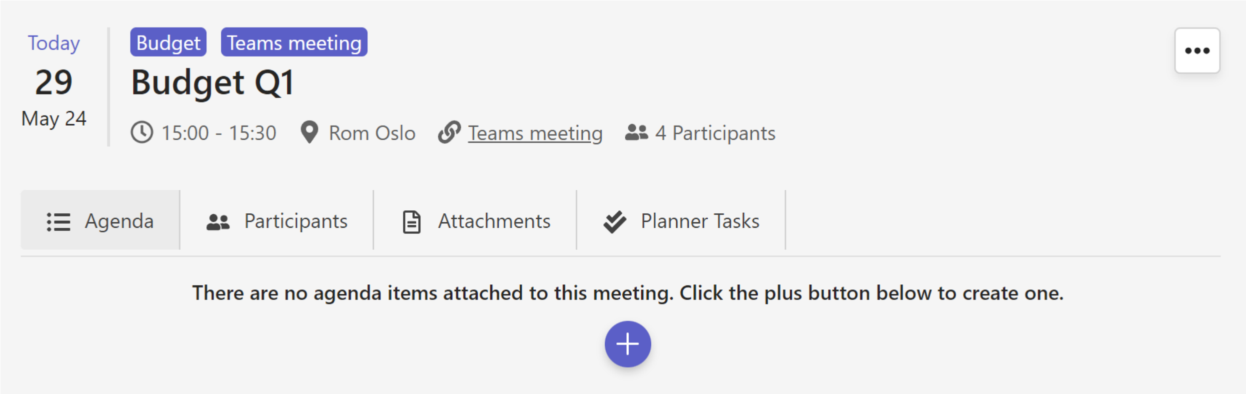
Meeting Participants

If there are regular participants for all meetings, they will appear as suggested participants automatically, but you can also choose to add/remove participants.

Tip! If you want to add default participants for all meetings in a team, see the Agenda Setup guide.

Save the meeting when you are done.

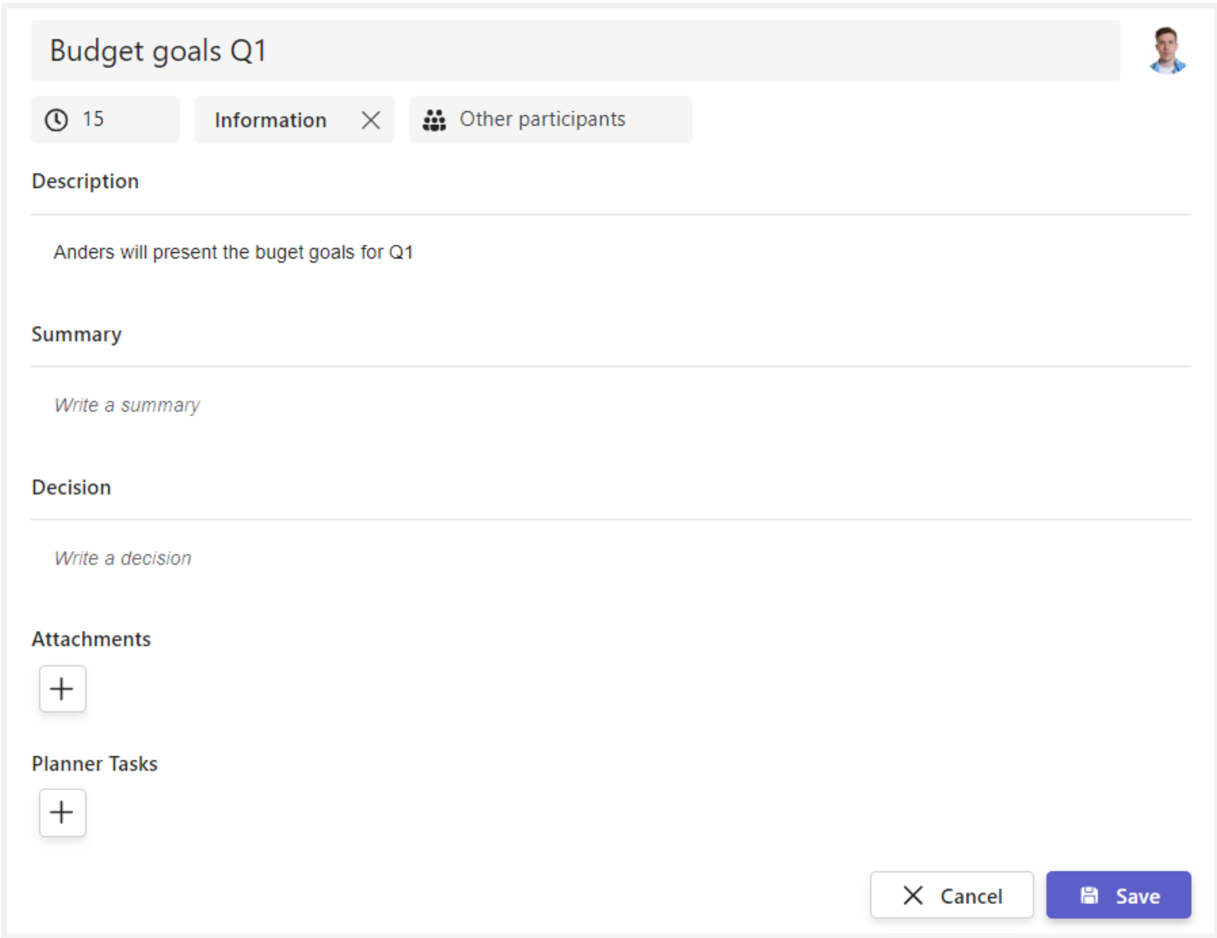
The figure below displays the new meeting prepared for adding cases.



Please note that there is a link to the Teams meeting at the top, and the participants are listed when you click on the Participants tab.

Create Cases

The only required fields are Title and Category, but you might also find the other options useful. Below the image, you can find a description of what each field means.



Title

Fill in the title of the case.

Time (minutes)

When you set the time (minutes) for a case, the next case's start time will be computed automatically. If you rearrange the order, the times will be adjusted automatically as well.

Tip: If you remove the time field's content, the cases will be sorted only. This might work well for some meetings.

Category

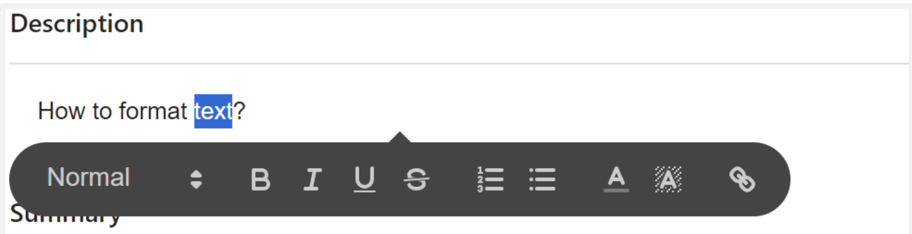
Choose what type of case it is. If you want to change/add categories, you can find a description of how to do that in the Agenda Setup guide.

Other Participants (guest)

If someone who does not have a Microsoft 365 account needs to participate in an item, you can enter their name as plain text.

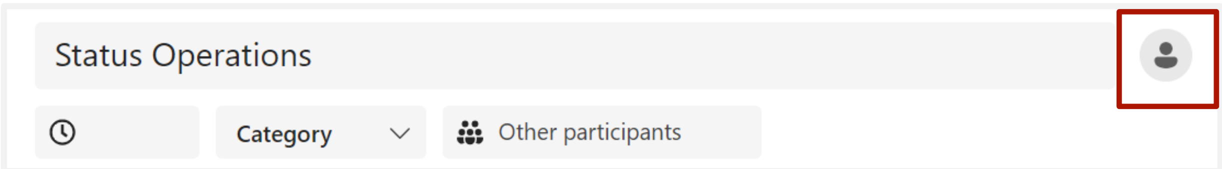
Description, Summary, and Decision

These fields are edited in the same way and support simple formatting. To format the text, highlight the text you want to format, and a toolbar will appear. If you want to have fixed text in the description field, you can add this to the template.



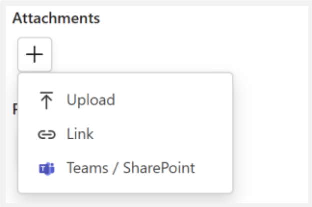
Responsible

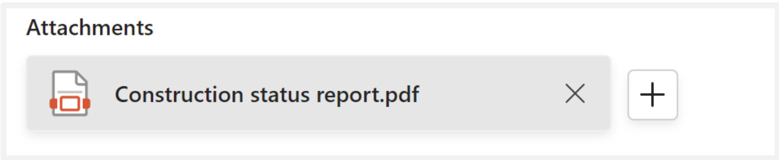
Enter the person responsible for the case.



Supporting Documents/Attachments

Choose between uploading a document (which will be stored in a team library and therefore only accessible to team members), linking to an existing file that is accessible to everyone, or navigating to the appropriate file in SharePoint.





You can see and add case documents for each case, but you will also find all of them together under the "Attachments" tab.

Delete/Remove Attachments

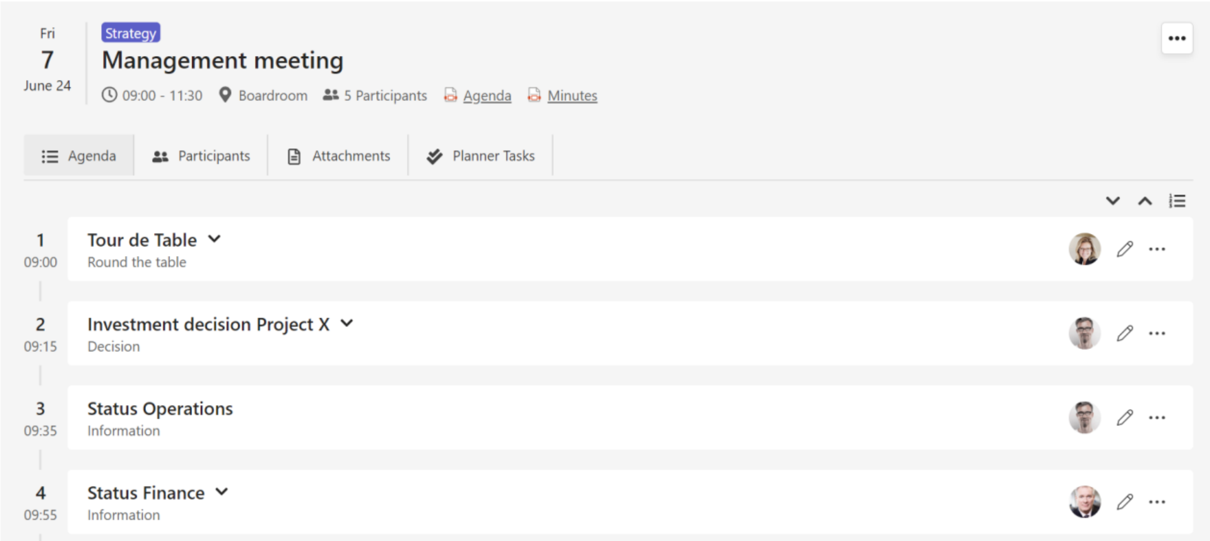
If you need to remove an attachment, you can edit the case it is posted to. The linked attachments will still be available in the original location, while uploaded attachments will be deleted.

Planner Tasks

Create one or more Planner tasks for the item. Enter the title, description, and due date. Then assign the task to one or more people.

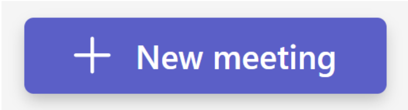
A sample of a planned meeting

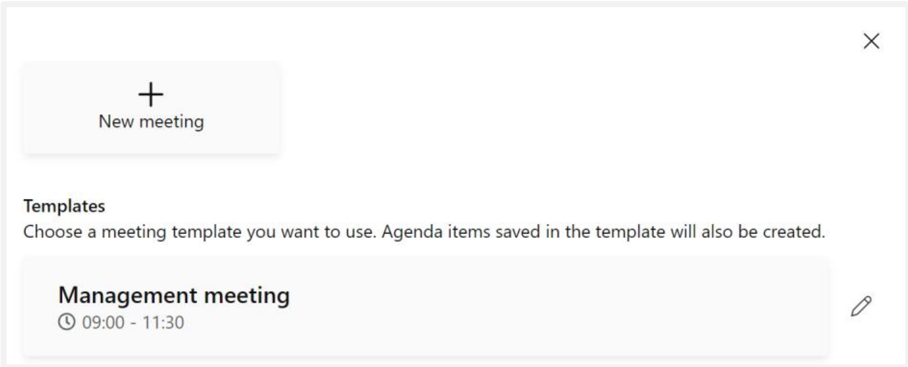
The items are presented as a list where it clearly shows who is responsible and the type of item. Click on the item to expand it and view additional information.



Create a meeting based on a template

Click “New Meeting”





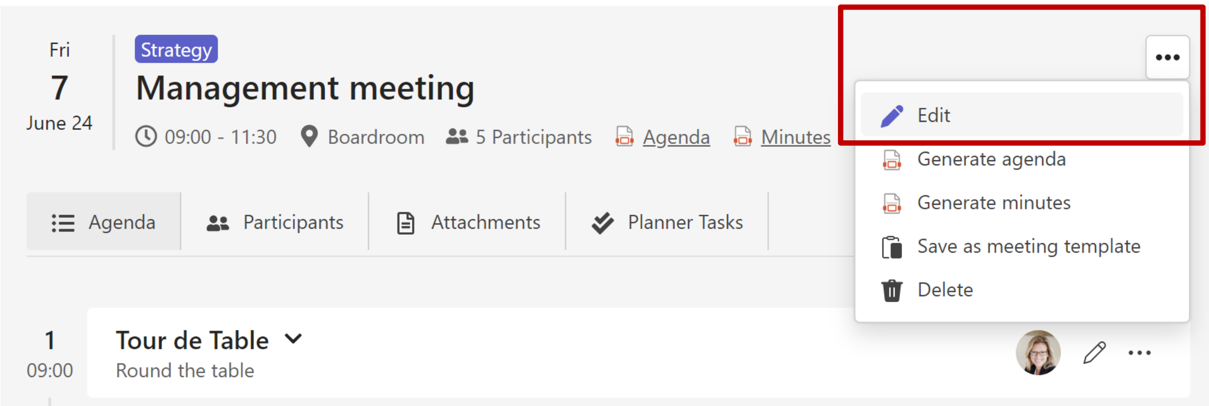
Next, choose the template you want from the available options.

Tip! See the Agenda-setup guide to see how to create templates.

All the participants and the cases that are in the template will be part of the meeting. Once the meeting is set up, you can modify the meeting the same way as for meetings that use the "New Meeting" option.

Edit a Meeting

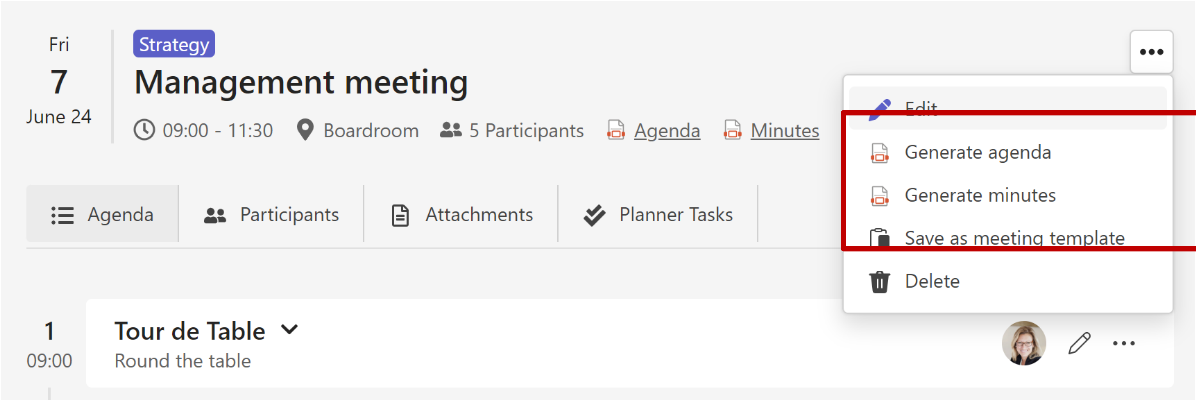
Open the meeting. Choose "Edit meeting". You can edit the title, time, location, and participants.



Change the meeting request for attendees

Changing the start or end time will send a new invite to the participants.

Publish the Agenda/Schedule as a PDF File

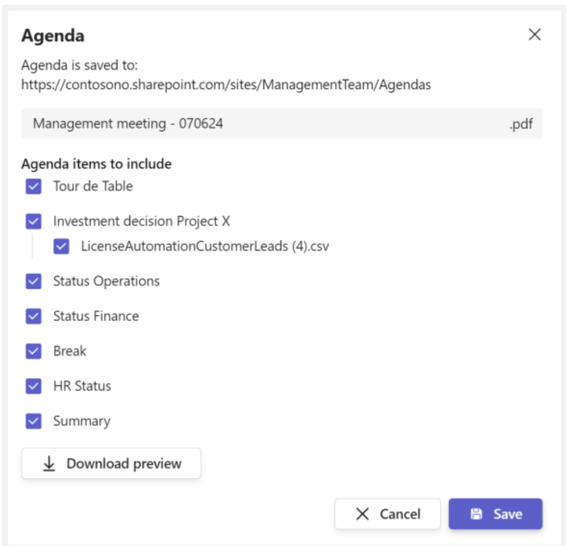


Depending on the settings, the agenda/schedule will be stored as a PDF in a library either on your intranet or on the team.

Tip! See the Agenda-Setup guide for how to configure saving files from Agenda.

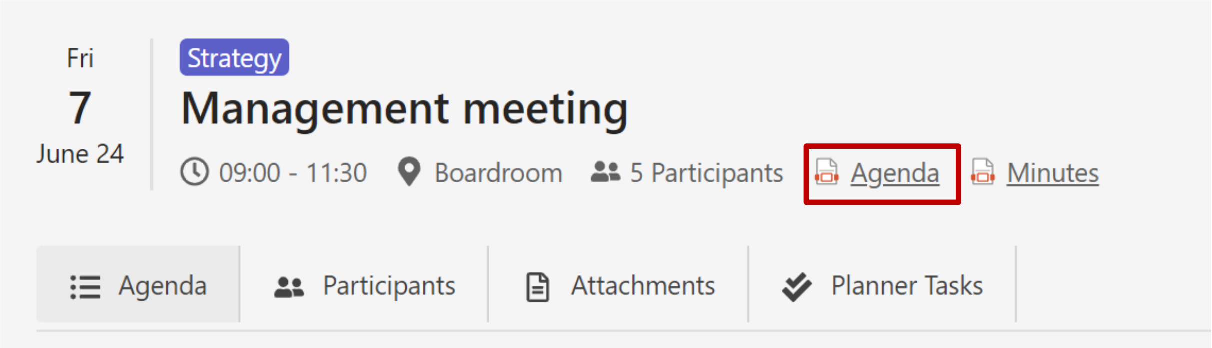
When you select "Generate agenda", you will get a dialog box with the following information and choices:

- The dialog box will show the address at the top if you have chosen a different location for the agenda.
- Choose file name - You can change the suggested meeting title and date.
- Select the meeting cases that should be part of the minutes.
- Decide which attachments to add to the minutes. Attachments go under a heading at the end of each case.
- You can preview the agenda before selecting "Save."



View the agenda that was created

The "Agenda" link quickly takes you to the completed agenda.



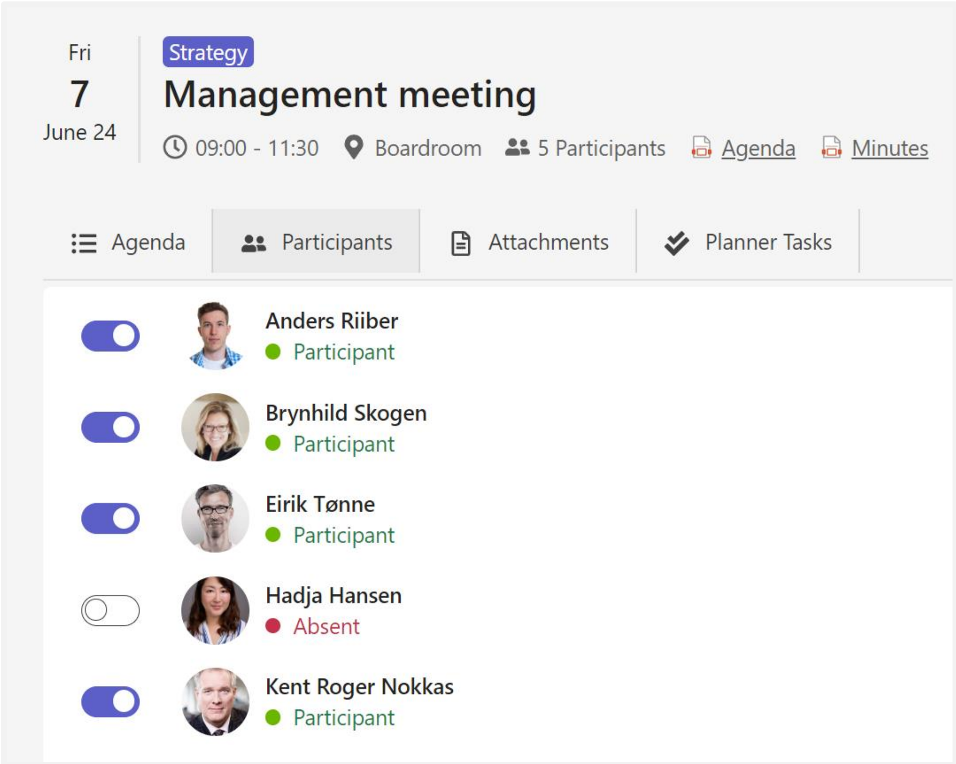
Overwrite Agenda/Schedule

You can create the agenda multiple times. The newest version will replace the old one if you keep the same file name.

Conduct Meetings

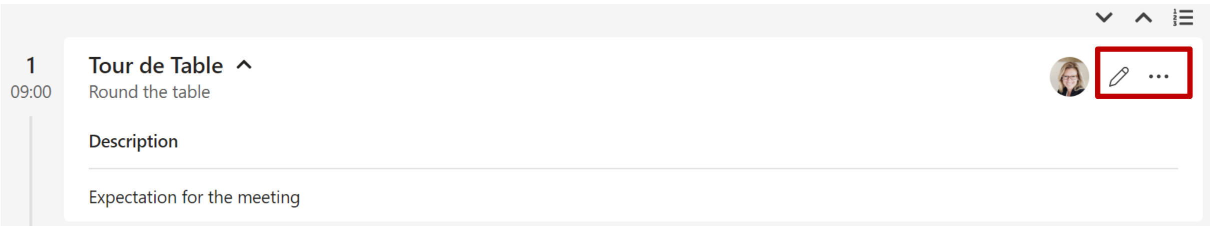
Keep track of attendance

You can use the "Participants" tab to mark the people who did not attend the meeting by flipping the switch next to their names. This will also update the attendance in the minutes.



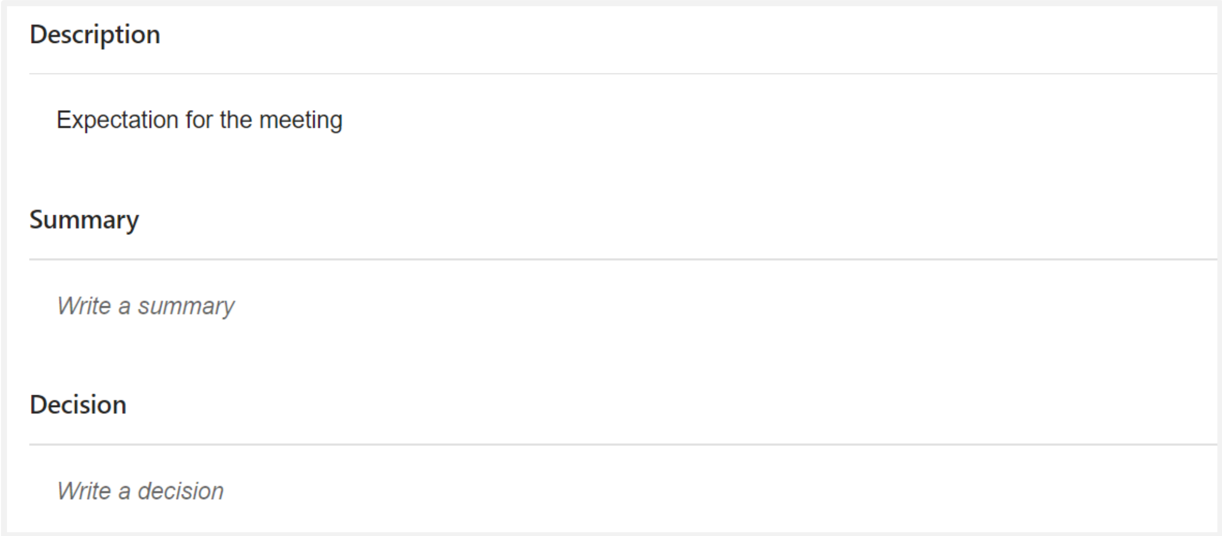
Case Management

Open the case, and/or click the pencil button to edit the case.

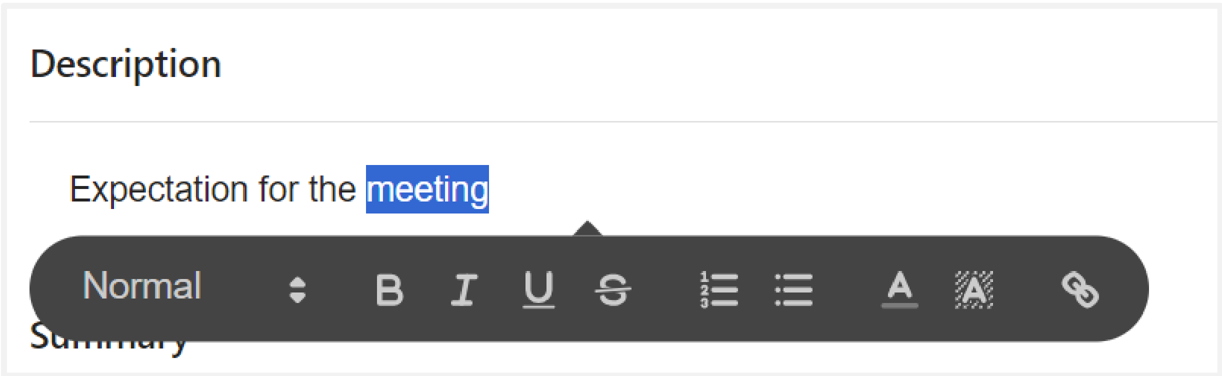


Writing minutes/summaries

Enter minutes in the fields for description, summary, or decision. The fields will grow as needed.



You can format the text by double clicking or selecting the text, and a bar with formatting options will appear.

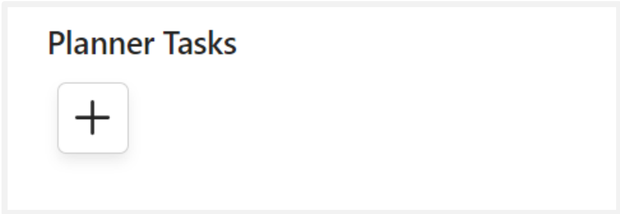


Note! The text fields only support simple formatting.

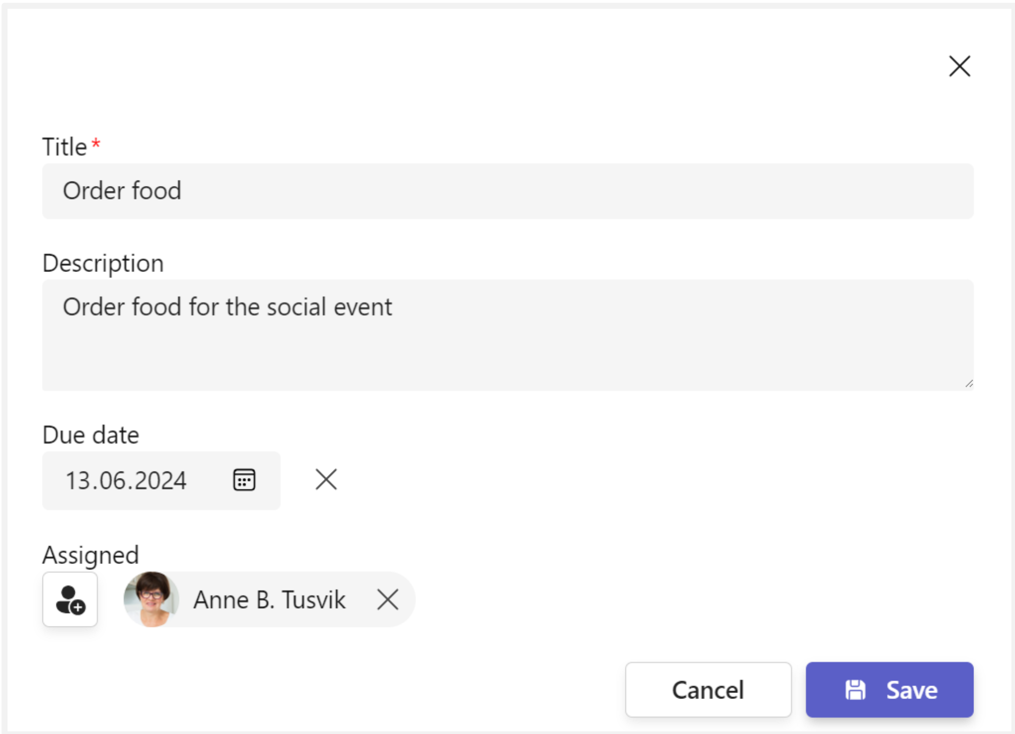
Don't forget to save when you finish!

Create tasks related to a case

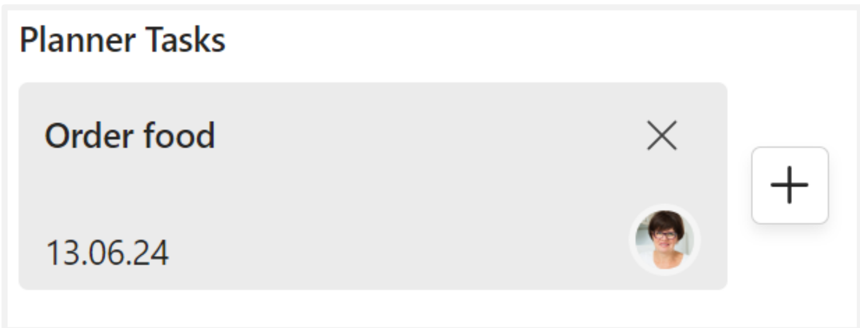
If you create tasks during a meeting, the people assigned will be reminded before the Due date. Open the case and find the section "Planner Tasks", click the + button.



Fill in the title, due date, description and the responsible for the task. Then click the save button.



After you save the task, you will see it at the bottom of the case.



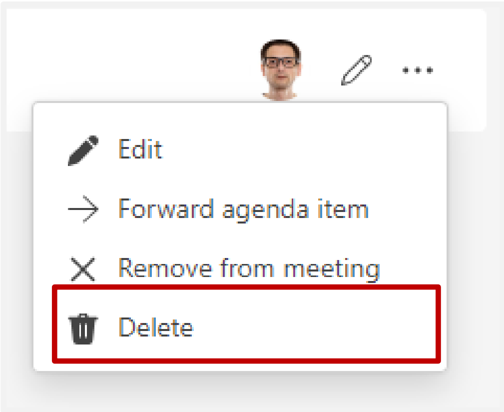
Supporting Documents/Attachments

Go to the action menu for the case and select "Edit case.” There you will see the option "Attachments" at the bottom, in the same way as when you created the case.

If necessary, see the description of case documents/attachments in the section about creating a case.

Delete a Case

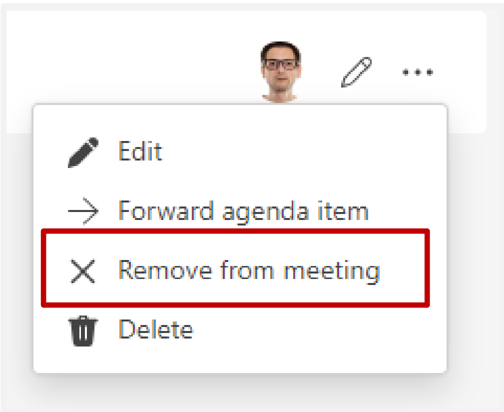
Select "Delete" under the action menu.



Important! Deletion of a case will also delete any attachments related to the case.

Remove Case from the Meeting

Select "Remove from meeting" under the action menu. When a case is removed from a meeting, it ends up in the list of cases without a meeting. See a separate chapter about case processing to learn how to move cases to upcoming meetings.

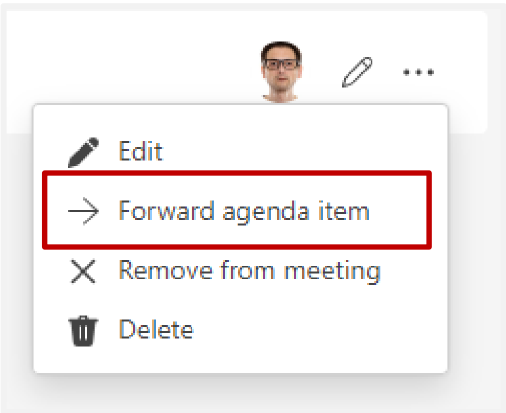


Forward a Case to a Later Meeting

In some situations, a case may need to be postponed to a future meeting. To do this, the future meeting must be created before the case can be forwarded. When a case is continued, all relevant content, such as names and comments, will be included to ensure a seamless transition.

Steps to Forward a Case:

1. **Select "Forward Case":**
    - From the action menu, click on "Forward Case."
2. **Choose the Target Meeting:**
    - Select the meeting to which you want to forward the case.
3. **Verify Forwarding:**
    - An arrow icon will indicate that the case has been forwarded.
    - In the action menu, you will now see an option to go to the current (last) meeting for the case.
4. **Schedule the Case:**
    - The chairperson should then schedule the case at the desired time in the new meeting.



Post Meetings

Follow-up of Tasks

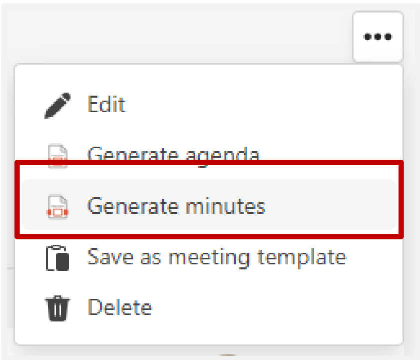
You can find the tasks under the case or via the "Tasks" button at the top of the meeting. The tasks will also be available via the "Planner" app, which can be reached in the left navigation bar in Teams. If you don't have this button, you can add it through the dot menu. Here you get an overview of all your tasks from all the teams you are part of.

Publish the Report/Minutes as a PDF File

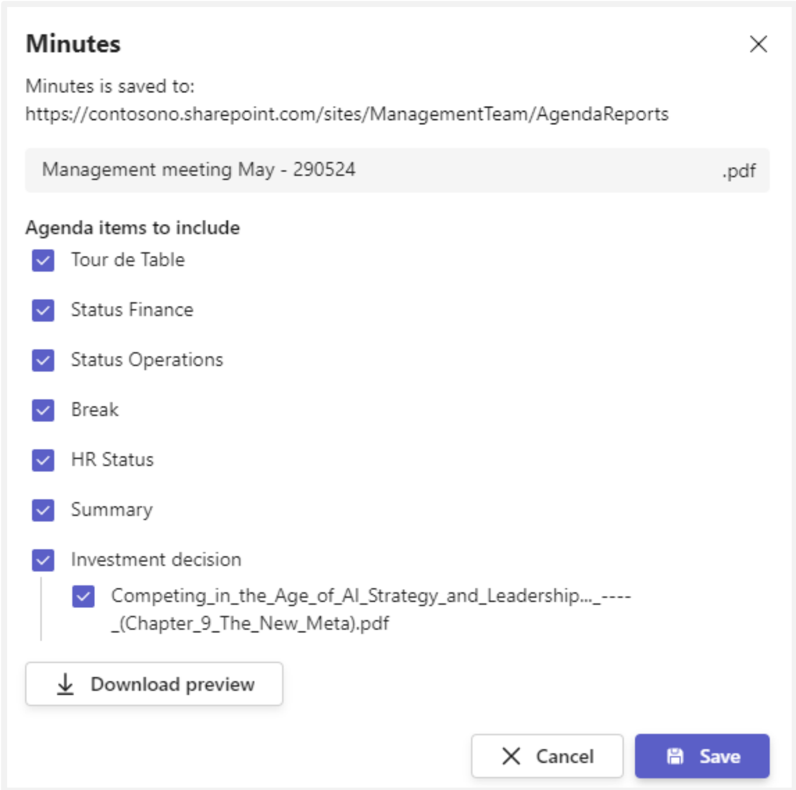
Report/Minutes are saved as a PDF file, either in a team library or in a library on your intranet, depending on what's specified in settings.

Tip! See the Agenda-Setup guide for how to configure saving files from Agenda.

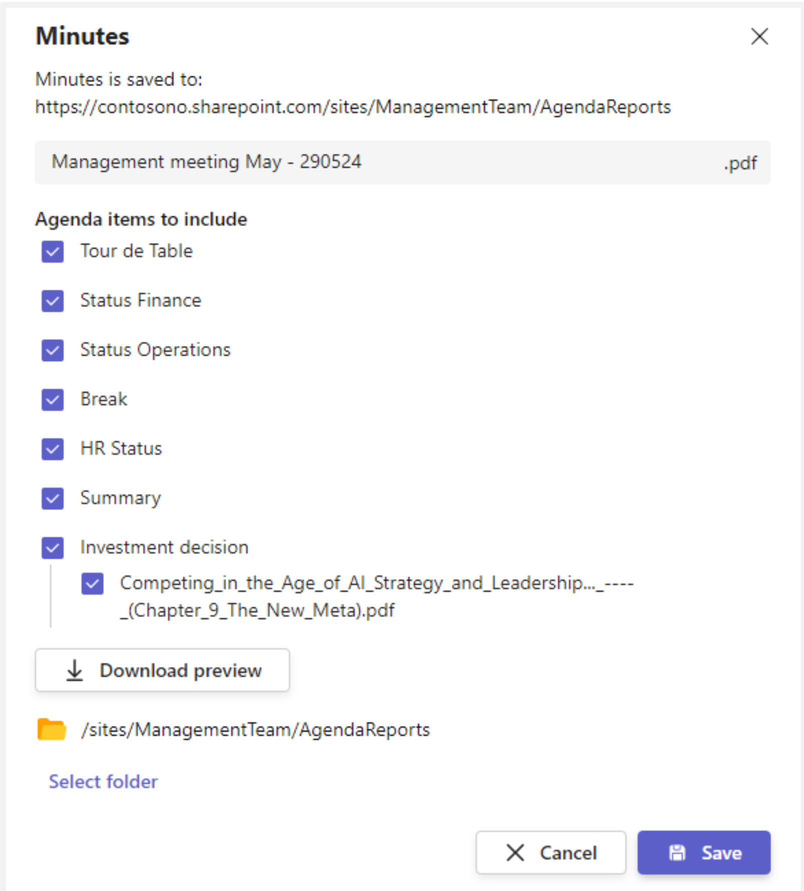
When you select " Generate report," you will get a dialog box with the following information and options:



- If you have set an alternate location for minutes, you will see the address at the top of the dialog box.
- Enter file name - The meeting title and date will appear as suggestions, but you can edit this if you wish.
- Choose which meeting items to include in the minutes – for example, remove breaks.
- Choose which attachments to include in the minutes. Attachments are listed under a heading at the bottom of each case.
- You can preview the minutes before selecting "Save."

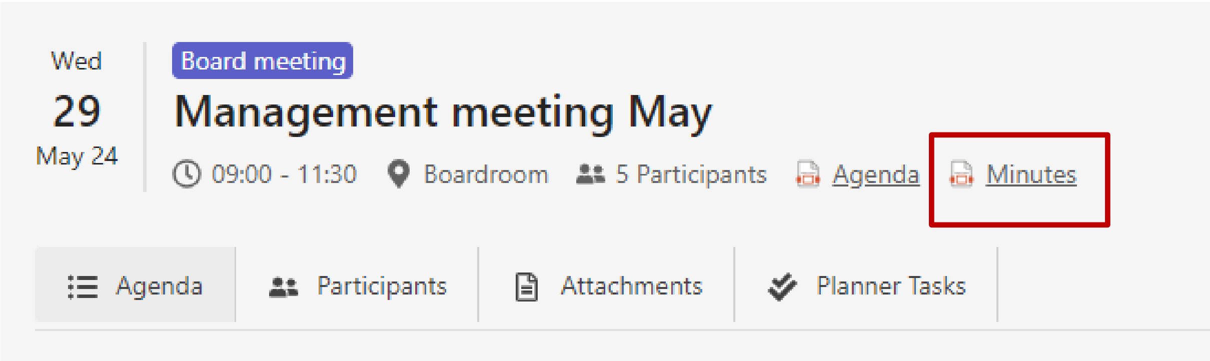


- If you have specified that you want to choose the storage location for each save, you can do this by clicking "Select Folder" and navigating to the desired location.



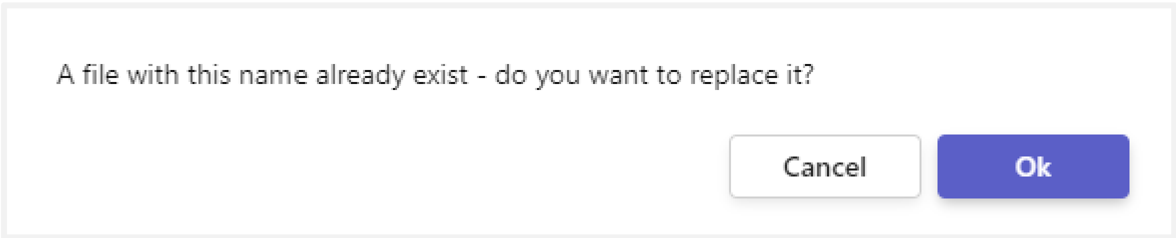
Find the finished report

You can view the final minutes by clicking the "Minutes" link.



Replace report

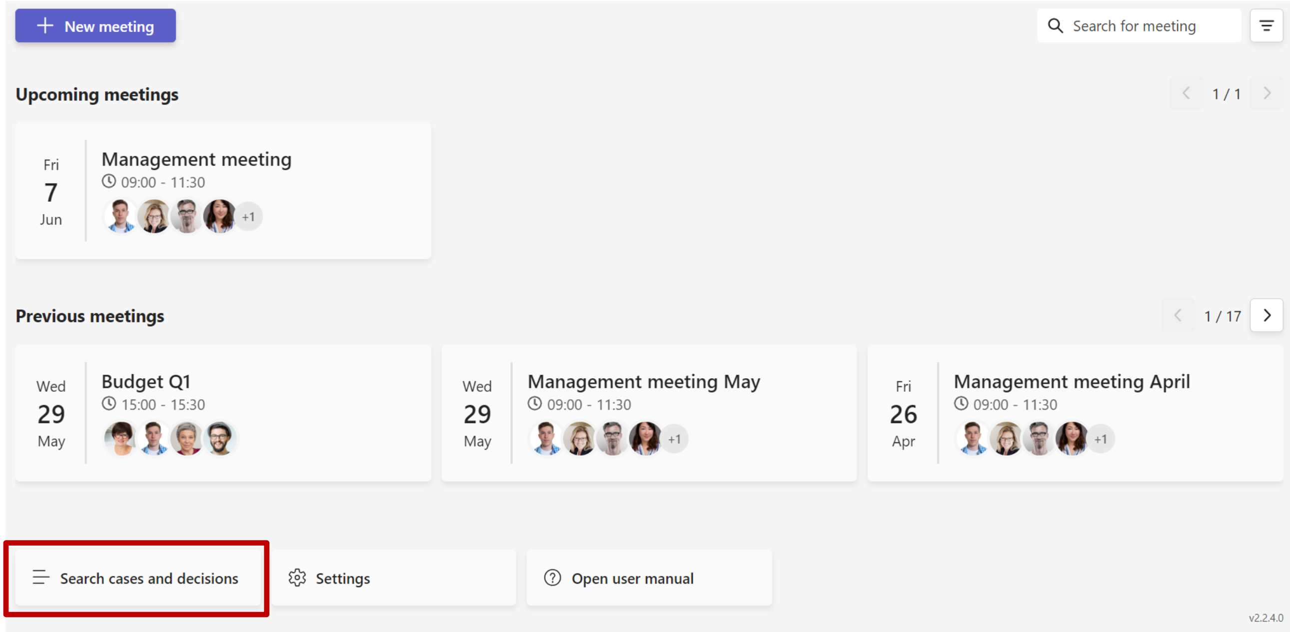
You can save a minutes document with the same name as an existing one. The new version will overwrite the old one if you click "Ok". You can generate the minutes as many times as you wish.



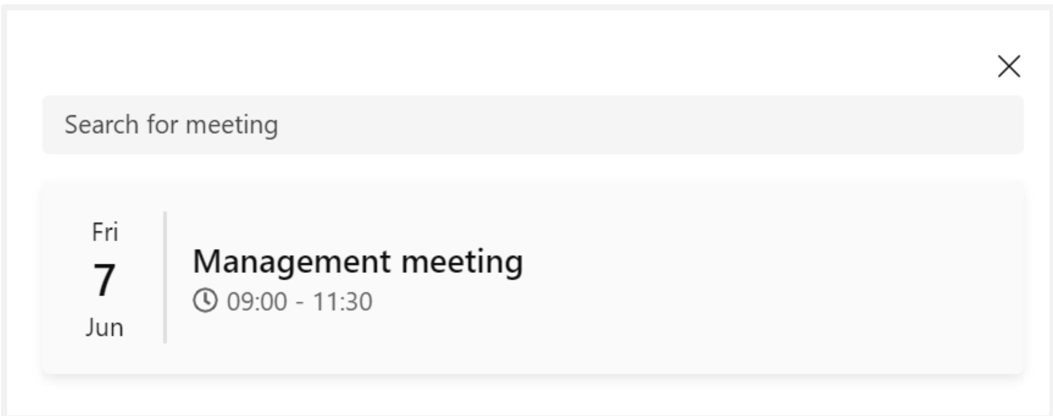
Cases that are not planned in a meeting

Case Processing

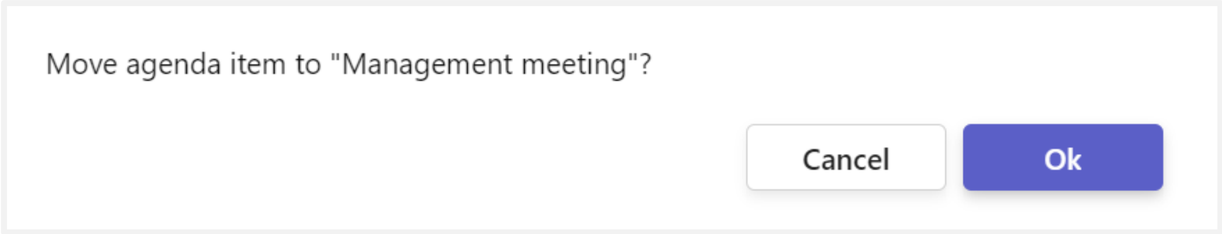
Under "Search in Cases and Decisions," you can find all meetings and cases, including those not assigned to a meeting.



To move a case, click the three dots on the right side of the case and choose "Move".

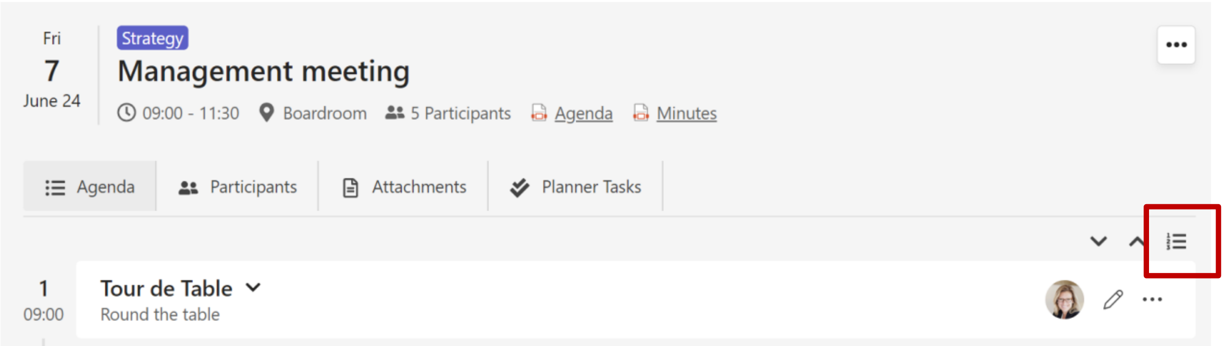


Then choose or search for the meeting you want to move the case to. The selected meeting will show up in the overview, where you can click on it and rearrange the case with the rest of the cases in the meeting.



Put cases in the right place in the agenda

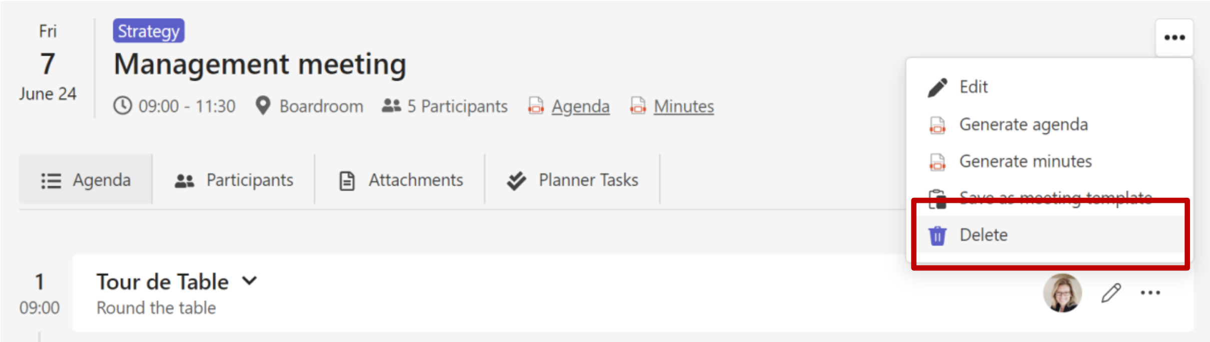
A case that has been transferred to a meeting goes to the end of the agenda. You can change its position by clicking the button above the cases and rearranging the order.



The case will get the right start and end times based on the agenda's estimated time and order. The times are recalculated automatically when you move a case.

Delete meetings

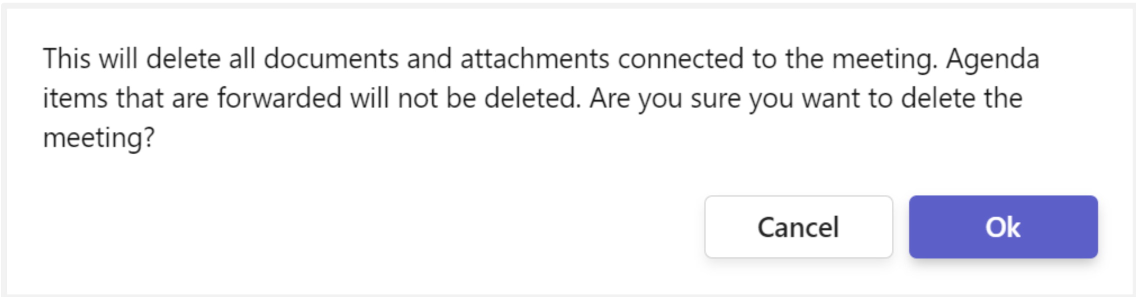
To remove a meeting, select the icon at the top right in the meeting:



If you have sent out a meeting invitation from the meeting, a cancellation will automatically be sent to all participants.

Important! Deleting a meeting will also delete all cases and uploaded attachments.

Before deleting the meeting, take out any items you want to keep. You also have to confirm that you are sure before deleting it.



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