



# **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!



**ENABLE 365 - Agenda**

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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.

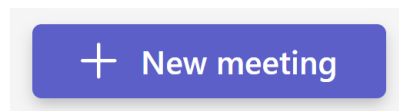
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*Tip! If you want to create a template, this is described in the Agenda-Setup guide.*

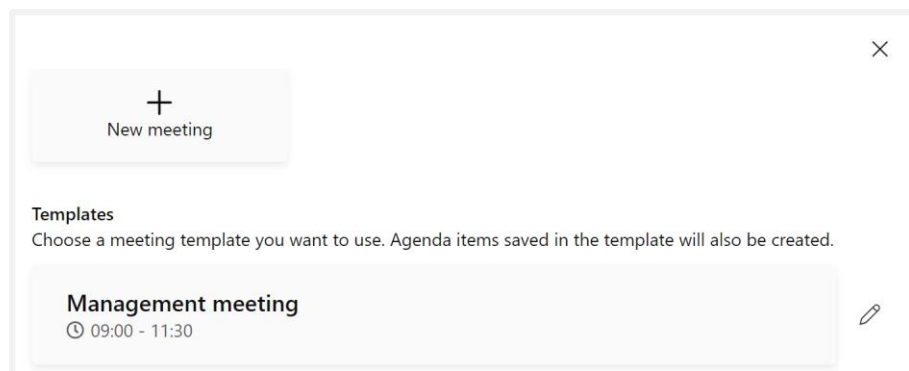
---

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.*

---

New meeting

Teams meeting

Title \*

Teams meeting

Time \*

29.05.202415:00→15:3030 Minutes

Category

Project

Location

Room Oslo

Room list

Participants

Team's member group

Anders Riiber

Magny Bollestad

Mia Waagan

Roy Johnsen

Meeting Secretary

Cancel

Save

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.

The screenshot shows a meeting interface for 'Budget Q1'. At the top, there are tabs for 'Budget' and 'Teams meeting'. Below the title, the date is 'Today 29 May 24'. The meeting details include a time slot '15:00 - 15:30', a location 'Rom Oslo', a link to 'Teams meeting', and '4 Participants'. There are four tabs: 'Agenda', 'Participants', 'Attachments', and 'Planner Tasks'. The 'Agenda' tab is active, showing a message: 'There are no agenda items attached to this meeting. Click the plus button below to create one.' Below the message is a blue circular button with a white plus sign.

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.

The screenshot shows a 'Create Cases' form for 'Budget goals Q1'. The form has a title bar with the title 'Budget goals Q1' and a user profile picture. Below the title bar, there are three tabs: '15', 'Information', and 'Other participants'. The 'Information' tab is active. The form has four main sections: 'Description', 'Summary', 'Decision', and 'Attachments'. Each section has a text input field with a placeholder text: 'Anders will present the buget goals for Q1' for Description, 'Write a summary' for Summary, 'Write a decision' for Decision, and a plus sign button for Attachments. At the bottom, there are two buttons: 'Cancel' and 'Save'.

## 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

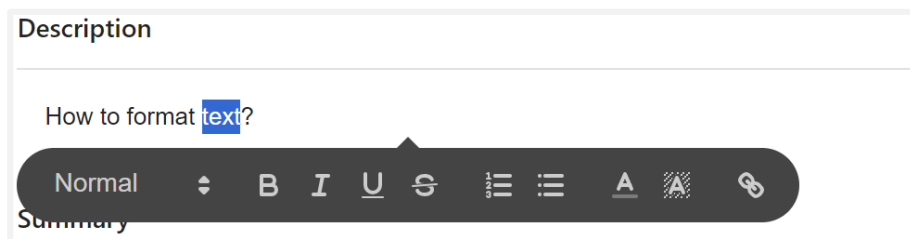
Choose what type of case it is. If you want to change/add categories, you can find a description of how to do that in the Agenda Setup guide.

## 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.

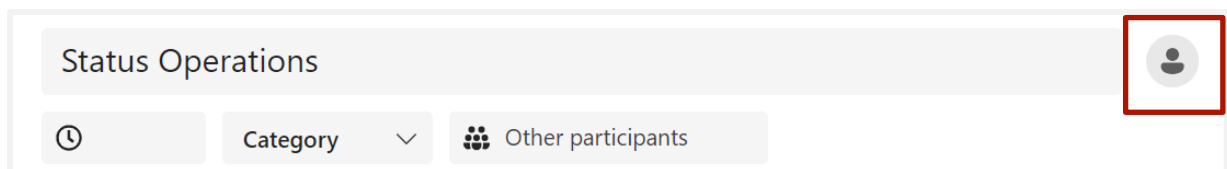
## Description, Summary, and Decision

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.



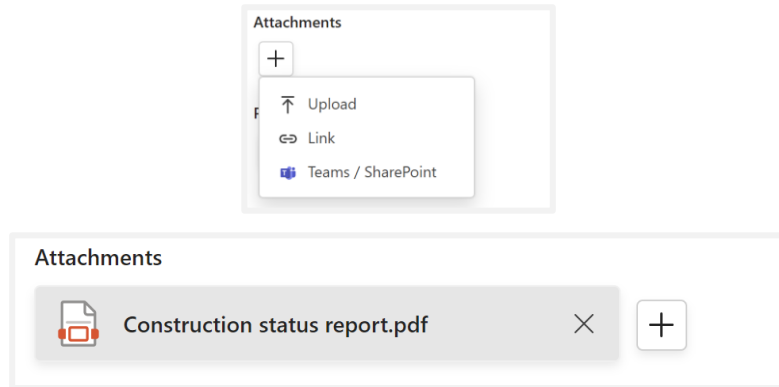
## Responsible

Enter the person responsible for the case.

A screenshot of a form interface. The top section is a light gray bar with the text "Status Operations". To the right of this bar is a red square containing a gray user icon. Below the top bar, there are three buttons: a clock icon, a button labeled "Category" with a dropdown arrow, and a button labeled "Other participants" with a group of people icon.

## 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.

Fri  
**7**  
June 24

Strategy

Management meeting

09:00 - 11:30 Boardroom 5 Participants [Agenda](#) [Minutes](#)

...

Agenda

Participants


Attachments


Planner Tasks


1  
09:00

Tour de Table

Round the table










2  
09:15

Investment decision Project X

Decision










3  
09:35

Status Operations

Information










4  
09:55

Status Finance

Information

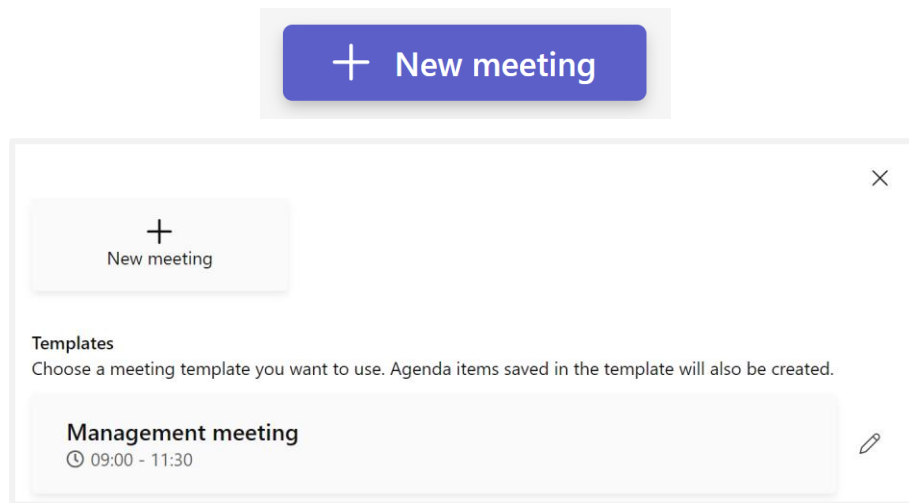






# Create a meeting based on a template

Click "New Meeting"



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

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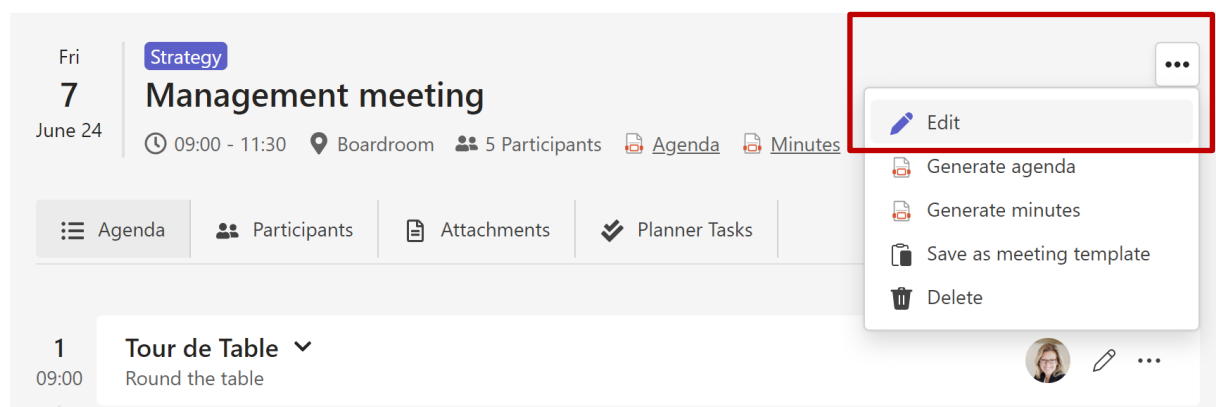
*Tip! See the Agenda-setup guide to see how to create templates.*

---

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

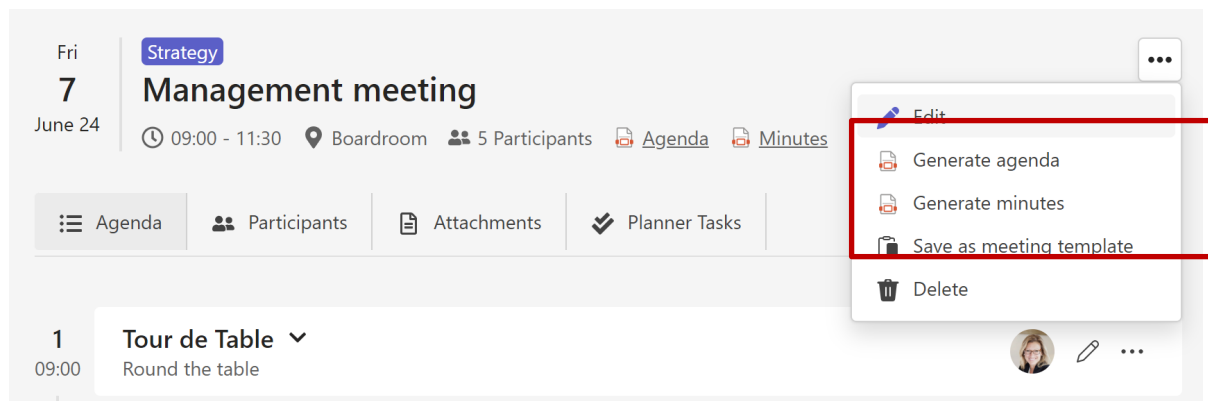
Open the meeting. Choose "Edit meeting". You can edit the title, time, location, and participants.



## 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.

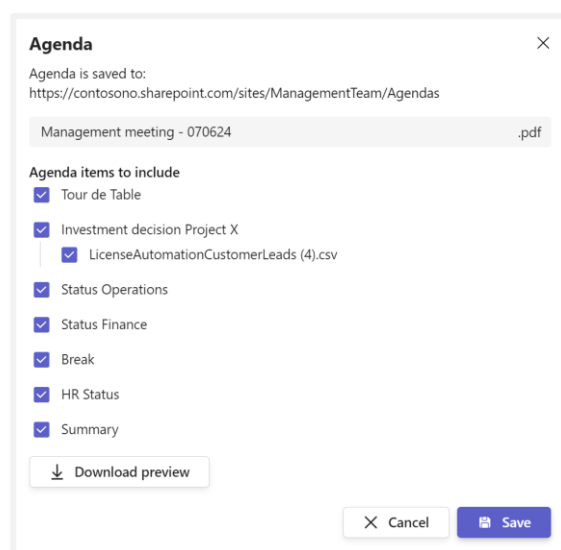
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*Tip! See the [Agenda-Setup](#) guide for how to configure saving files from Agenda.*

---

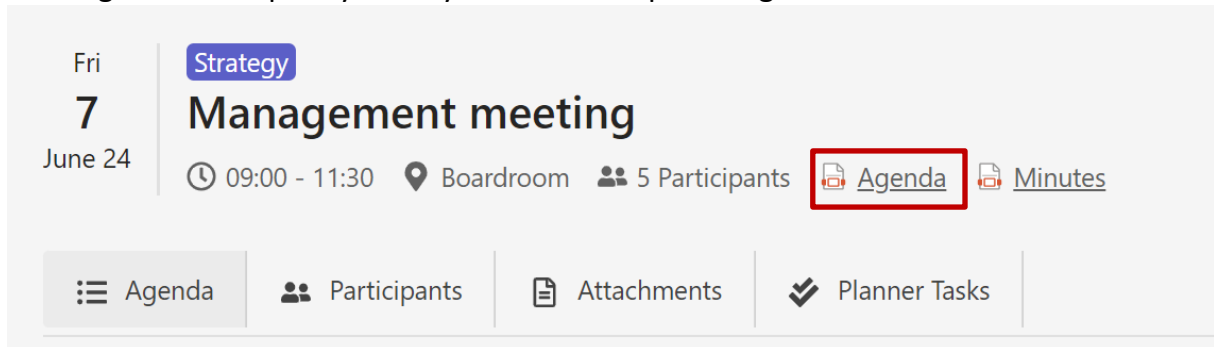
When you select "Generate agenda", you will get a dialog box with the following information and choices:

- 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.



The screenshot displays a meeting interface for a "Management meeting" on Friday, June 7, 2024. The meeting is categorized under "Strategy" and is scheduled for 09:00 - 11:30 in the Boardroom with 5 participants. Below the meeting details, there are four tabs: "Agenda", "Participants", "Attachments", and "Planner Tasks". The "Agenda" tab is currently selected and highlighted with a red box. To the right of the "Agenda" tab, there are links for "Agenda" and "Minutes", both preceded by document icons.

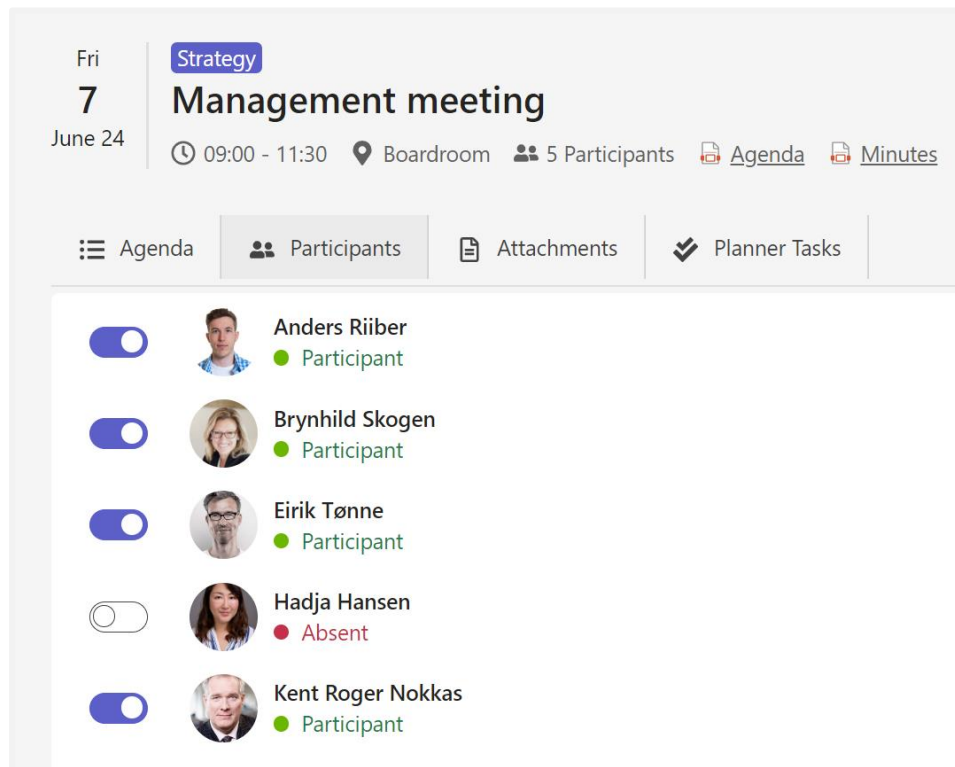
## Overwrite Agenda/Schedule

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

# Conduct Meetings

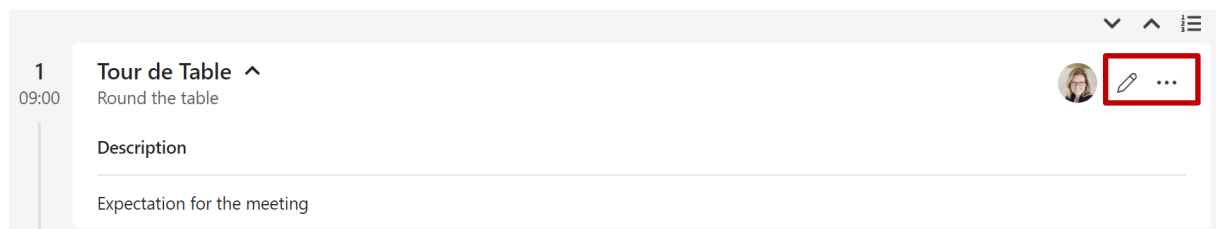
## Keep track of attendance

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.

|                             |
|-----------------------------|
| Description                 |
| Expectation for the meeting |
| Summary                     |
| Write a summary             |
| Decision                    |
| Write a decision            |

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

|                             |
|-----------------------------|
| Description                 |
| Expectation for the meeting |
| Summary                     |

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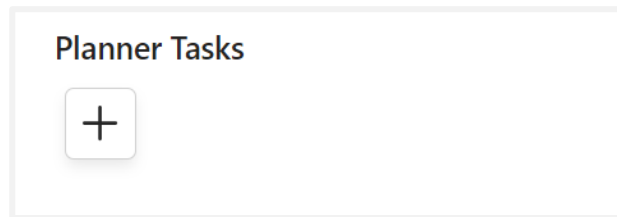
*Note! The text fields only support simple formatting.*

---

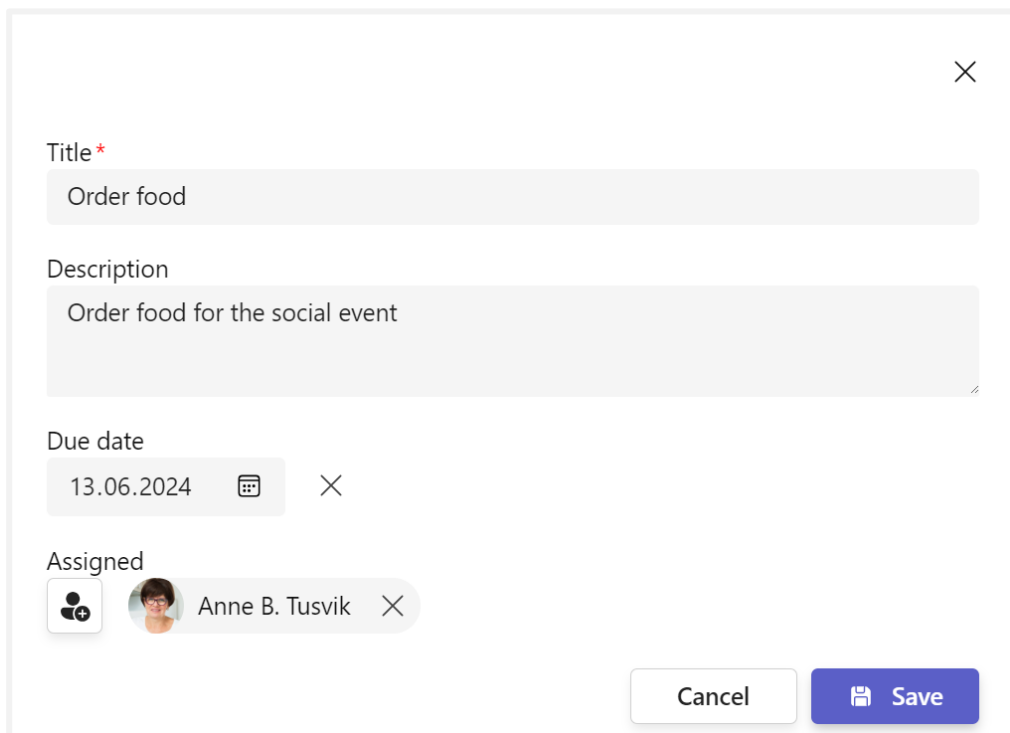
Don't forget to save when you finish!

## Create tasks related to a case

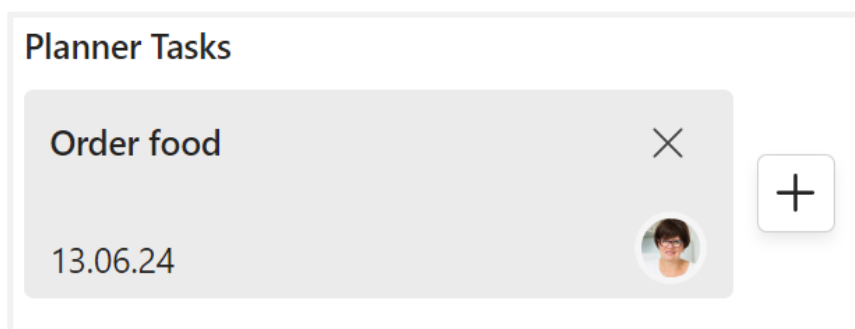
If you create tasks during a meeting, the people assigned will be reminded before the Due date. Open the case and find the section “Planner Tasks”, click the + button.



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

A form for creating a task, enclosed in a light gray border with a close button (X) in the top right corner. The form contains the following fields: "Title \*" with a red asterisk, a text input field containing "Order food"; "Description" with a text input field containing "Order food for the social event"; "Due date" with a date input field showing "13.06.2024", a calendar icon, and a close button (X); "Assigned" with a group of people icon, a profile picture of a woman, the name "Anne B. Tusvik", and a close button (X). At the bottom right, there are two buttons: "Cancel" and "Save" (which is blue and has a save icon).

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



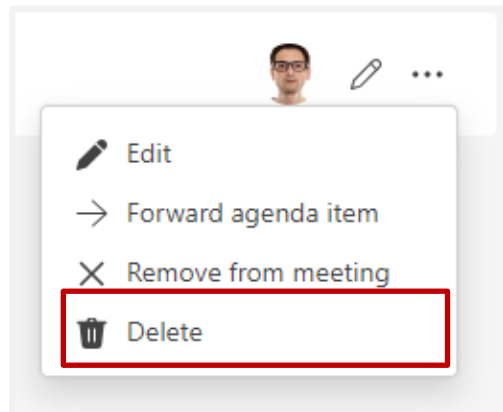
## Supporting Documents/Attachments

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.



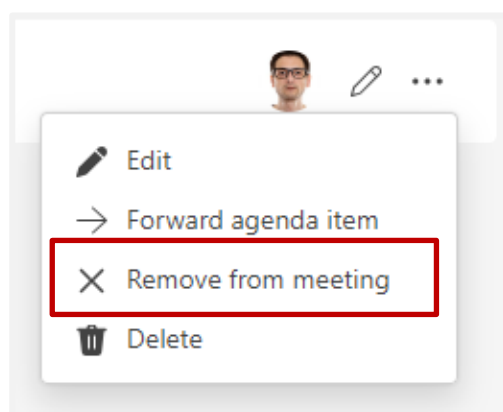
---

*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:

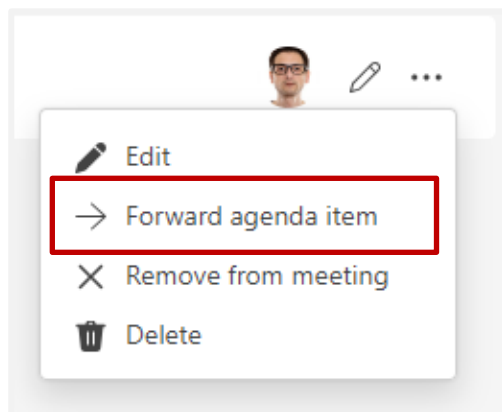
- Select the meeting to which you want to forward the case.

#### 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

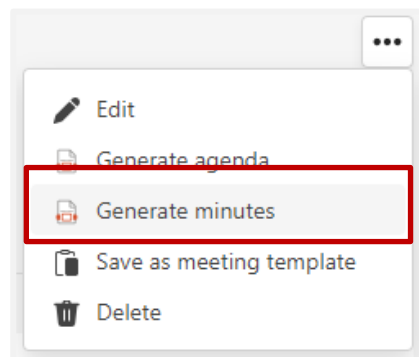
Report/Minutes are saved as a PDF file, either in a team library or in a library on your intranet, depending on what's specified in settings.

---

*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."

Minutes

Minutes is saved to:  
https://contosono.sharepoint.com/sites/ManagementTeam/AgendaReports

Management meeting May - 290524.pdf

Agenda items to include

☒ Tour de Table

☒ Status Finance

☒ Status Operations

☒ Break

☒ HR Status

☒ Summary

☒ Investment decision

☒ Competing\_in\_the\_Age\_of\_AI\_Strategy\_and\_Leadership...\_----\_(Chapter\_9\_The\_New\_Meta).pdf

Download preview

Cancel

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.

Minutes

Minutes is saved to:  
https://contosono.sharepoint.com/sites/ManagementTeam/AgendaReports

Management meeting May - 290524.pdf

Agenda items to include

☒ Tour de Table

☒ Status Finance

☒ Status Operations

☒ Break

☒ HR Status

☒ Summary

☒ Investment decision

☒ Competing\_in\_the\_Age\_of\_AI\_Strategy\_and\_Leadership...\_----\_(Chapter\_9\_The\_New\_Meta).pdf

Download preview

/sites/ManagementTeam/AgendaReports

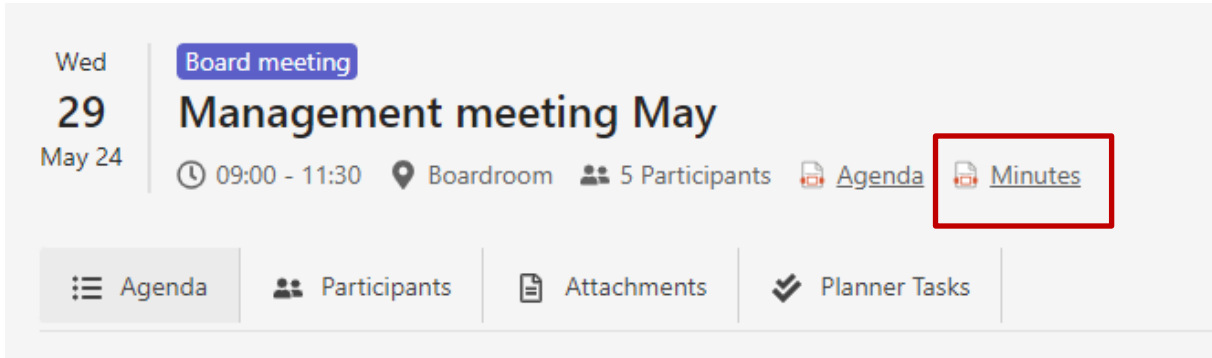
Select folder

Cancel

Save

## Find the finished report

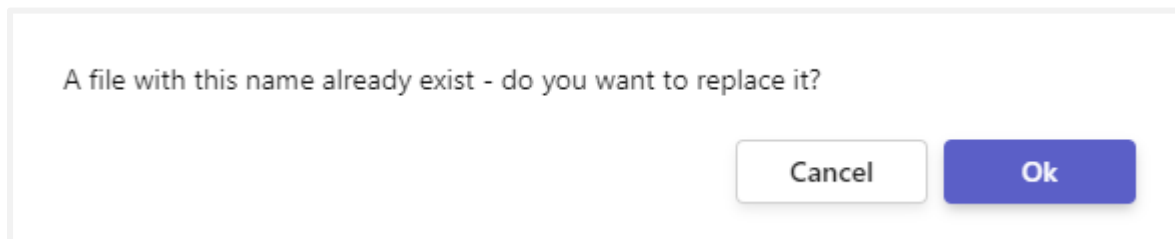
You can view the final minutes by clicking the "Minutes" link.



The screenshot shows a meeting interface for a "Board meeting" on Wednesday, May 29. The meeting title is "Management meeting May". Below the title, there are details: a clock icon for "09:00 - 11:30", a location pin for "Boardroom", and a group of people icon for "5 Participants". To the right of these details are two links: "Agenda" and "Minutes". The "Minutes" link is highlighted with a red rectangular box. Below the meeting details, there is a horizontal menu with four items: "Agenda" (with a list icon), "Participants" (with a group of people icon), "Attachments" (with a document icon), and "Planner Tasks" (with a checkmark icon).

## 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.



The screenshot shows a confirmation dialog box with the text "A file with this name already exist - do you want to replace it?". At the bottom right of the dialog, there are two buttons: "Cancel" and "Ok". The "Ok" button is highlighted in blue.

# 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.

The screenshot shows a meeting management interface. At the top, there is a '+ New meeting' button and a search bar labeled 'Search for meeting'. Below this, the 'Upcoming meetings' section displays a card for a 'Management meeting' on Friday, June 7, from 09:00 to 11:30. The 'Previous meetings' section shows three cards: 'Budget Q1' on Wednesday, May 29, from 15:00 to 15:30; 'Management meeting May' on Wednesday, May 29, from 09:00 to 11:30; and 'Management meeting April' on Friday, April 26, from 09:00 to 11:30. At the bottom, a navigation bar contains three buttons: 'Search cases and decisions' (highlighted with a red box), 'Settings', and 'Open user manual'. The version number 'v2.2.4.0' is visible in the bottom right corner.

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

This screenshot shows the 'Agenda items without meeting' section. It features a search bar labeled 'Search agenda items'. Below the search bar, there is a card for 'KSP Project status' with a dropdown arrow and a creation date of '08.08.2023'. To the right of this card, a red box highlights a menu with three dots and a 'Move' button. Below this, the 'Latest agenda items' section shows a card for 'Investment decision Project X' with a dropdown arrow and a creation date of '22.05.2024'.

This screenshot shows a detailed view of a meeting card. It features a search bar labeled 'Search for meeting'. Below the search bar, the card displays the date 'Fri 7 Jun' and the title 'Management meeting' with a clock icon and the time '09:00 - 11:30'. A close button (X) is located in the top right corner.

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.

Move agenda item to "Management meeting"?

CancelOk

## Put cases in the right place in the agenda

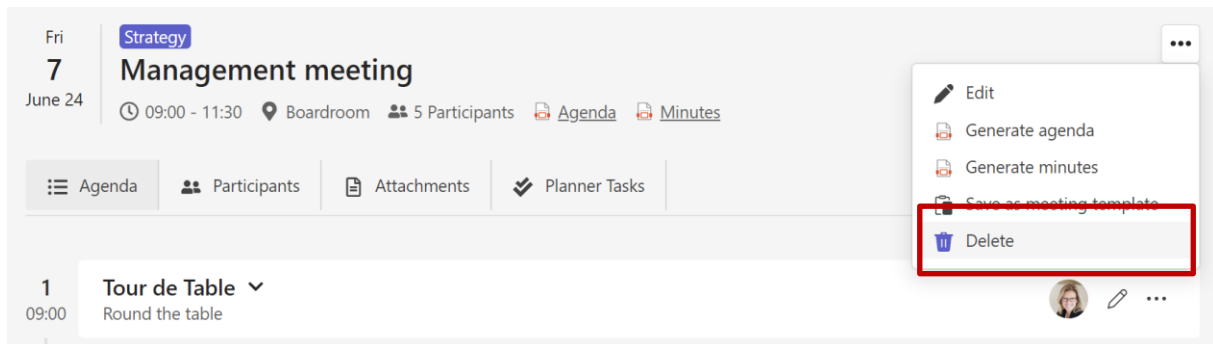
A case that has been transferred to a meeting goes to the end of the agenda. You can change its position by clicking the button above the cases and rearranging the order.

The screenshot shows a meeting interface for a 'Management meeting' on Friday, June 7. The meeting details include a time of 09:00 - 11:30, location 'Boardroom', and 5 participants. There are links for 'Agenda' and 'Minutes'. Below the meeting details, there are tabs for 'Agenda', 'Participants', 'Attachments', and 'Planner Tasks'. The 'Agenda' tab is active, showing a list of agenda items. The first item is '1 Tour de Table' starting at 09:00. A red box highlights the rearrange button (three horizontal lines) next to the agenda item.

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.

This will delete all documents and attachments connected to the meeting. Agenda items that are forwarded will not be deleted. Are you sure you want to delete the meeting?

Cancel

Ok



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