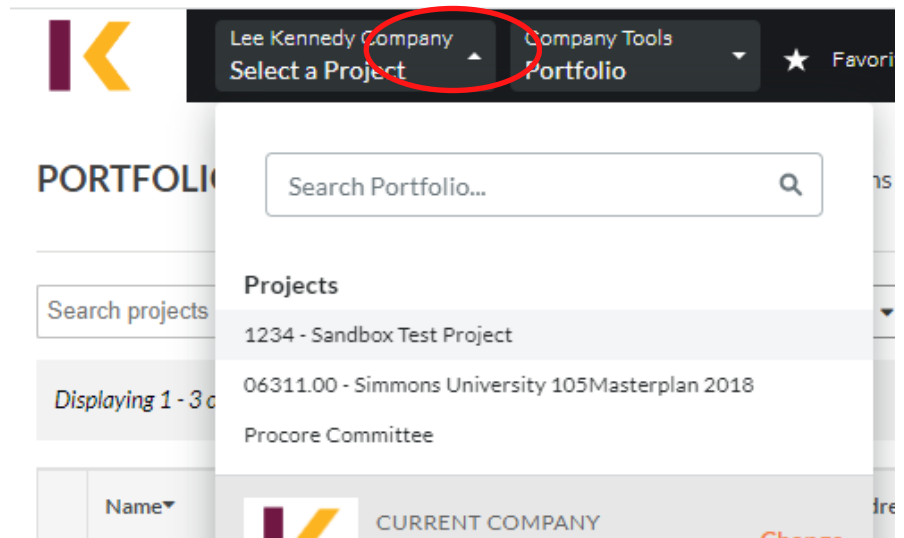


Module 4:

Create a Meeting Agenda

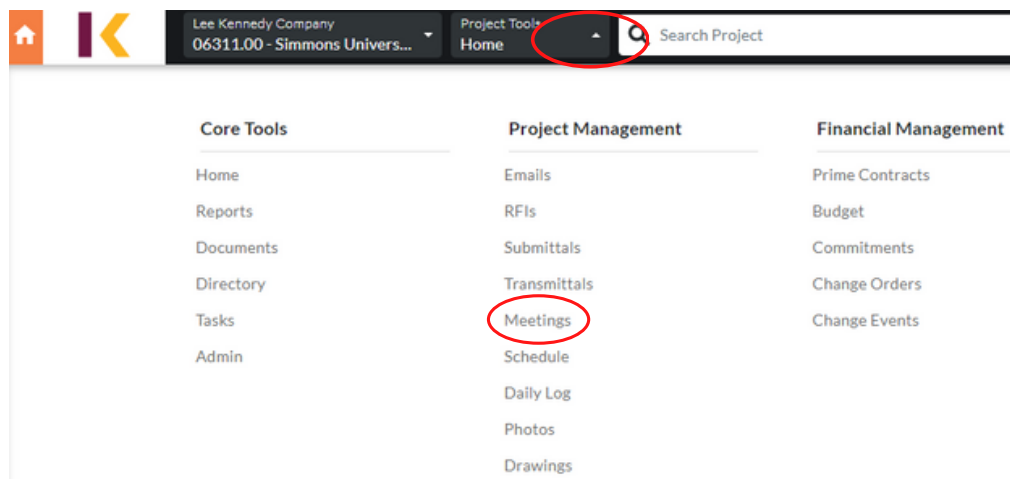
1- Create Meeting Agenda

- Log into Procore
- Click on the arrow next to "Projects" to search for your project



2- Create Meeting Agenda

- Click on the arrow next to "Project Tools"
- Under "Project Management" click on "Meetings"

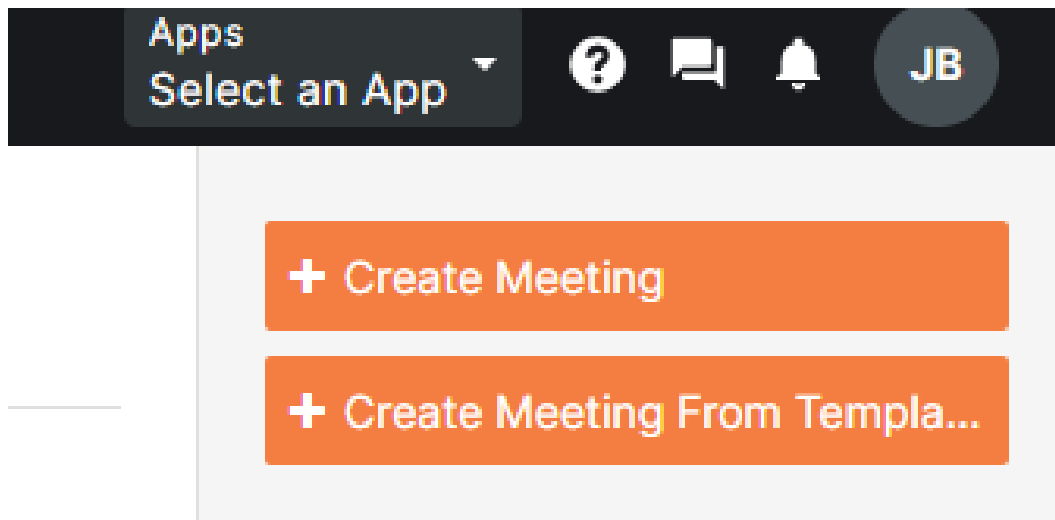


Module 4:

Create a Meeting Agenda

3- Create Meeting Agenda

- Click on "Create Meeting from Template" in the far right corner



4- Create Meeting Agenda

- Choose a template from the drop-down
- Click "Create"



Module 4:

Create a Meeting Agenda

5- Create Meeting Agenda

- **Input**

- **Meeting Number**
- **Meeting Name**
- **Meeting Date**
- **Start Time and End Time**

Meetings > Early Page Turn (DD)

Editing Meeting: Early Page Turn (DD) #1

Meeting

MEETING INFORMATION

Meeting #	<input type="text" value="1"/>	Meeting Name	<input type="text" value="Early Page Turn (DD)"/>
Video Conferencing Link	<input type="text" value="Video Integrations"/>	Meeting Location	<input type="text"/>
Private Meeting	<input checked="" type="checkbox"/> Visible only to meeting admins and scheduled attendees	Draft Meeting	<input type="checkbox"/>
Meeting Date	<input type="text" value="mm / dd / yyyy"/>	Timezone	<input type="text" value="Eastern Time (US & Canada)"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>

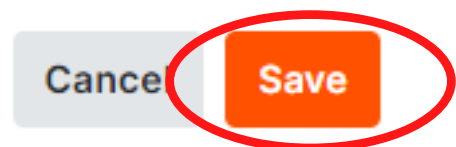
Overview

Invites should include but not limited to:
Project Executive
Lead Estimator
Estimators
Project Manager
Superintendent
I&GP
General Superintendent
Safety Manager
Quality Manager

Attachments

or Drag & Drop

- **Scroll down and click "Save"**



Module 4: Create a Meeting Agenda

6- Create Meeting Agenda

- Scroll down to "Agenda"
 - Click "+ Add Item" to add line items
 - Click "Edit" to edit items
 - *NOTE- A larger box will appear

AGENDA

1 - Project Team

Agenda #	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions	(edit)	(edit)	(edit)	Open
1.2	1	Owner/OPM/Design Team/Others	(edit)	(edit)	(edit)	Open

+ Add Item

Editing Meeting Item #1.1: Introductions In Weekly Owner's Meeting

Item

GENERAL INFORMATION

Agenda # 1.1

Title: Introductions Assignment: Start typing to search people...

Item Due Date: Status: Open

Priority: Category: Project Team

Description:

Attachments: Attach File(s) Drag and Drop File(s)

- To add a category, scroll all the way down to the bottom of the agenda and click "+ Create Category"

8 - Open Discussion

Agenda #	Meeting Origin	Title
----------	----------------	-------

+ Add Item

+ Create Category

Module 4: Create a Meeting Agenda

7- Distribute Agenda

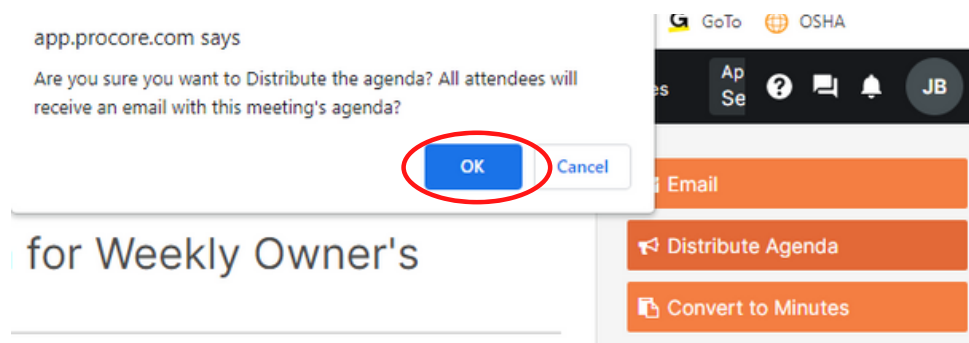
- Once the agenda has been created, click "View"

▼ WEEKLY OWNER'S MEETING

	#	Meeting Overview
<input type="button" value="Edit"/> <input type="button" value="View"/>	1	(edit)

8- Distribute Agenda

- On the right side of the screen, click "Distribute Agenda"
- Click "OK"

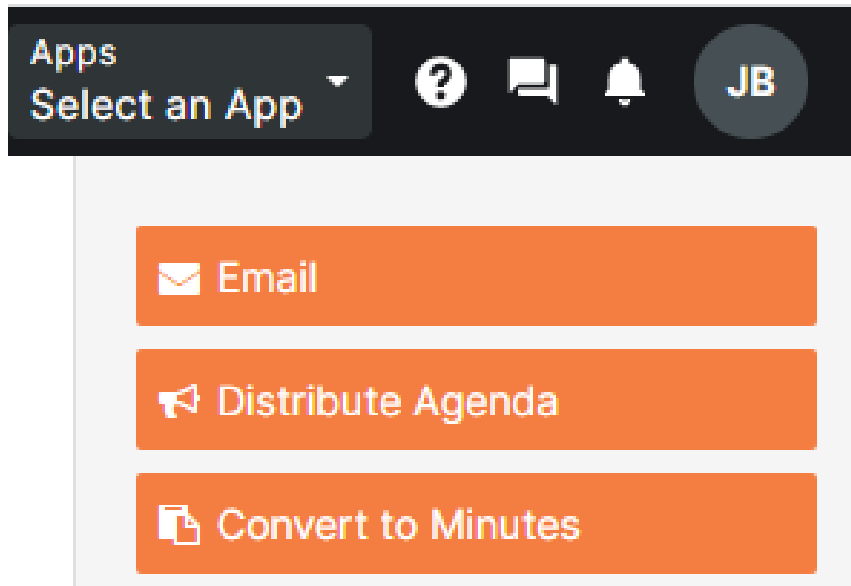


Module 4:

Create a Meeting Agenda

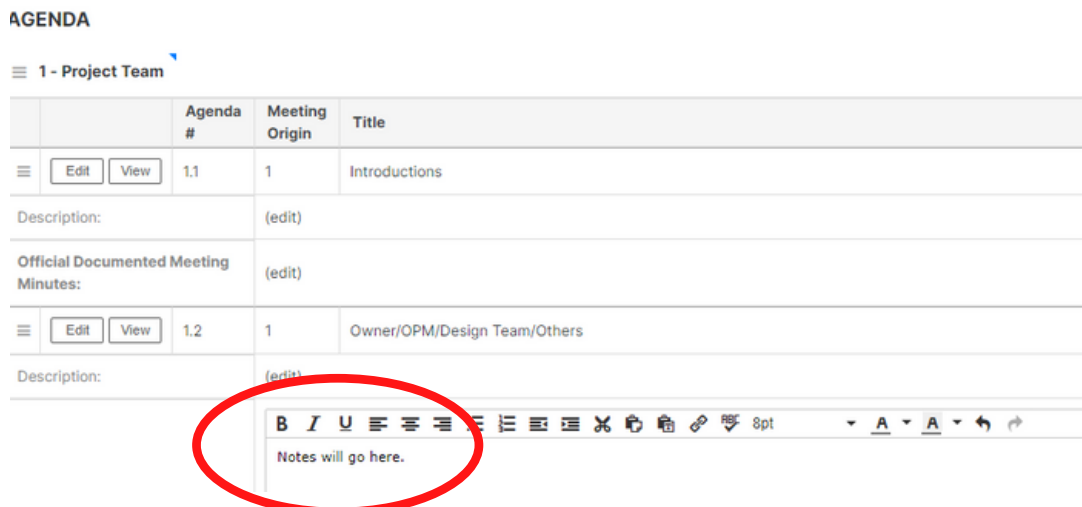
9- Take Meeting Minutes

- On the right side of the screen, click "Convert to Minutes"



10- Take Meeting Minutes

- Scroll down to the "Agenda" and click "Official Documented Meeting Minutes" to add or edit notes

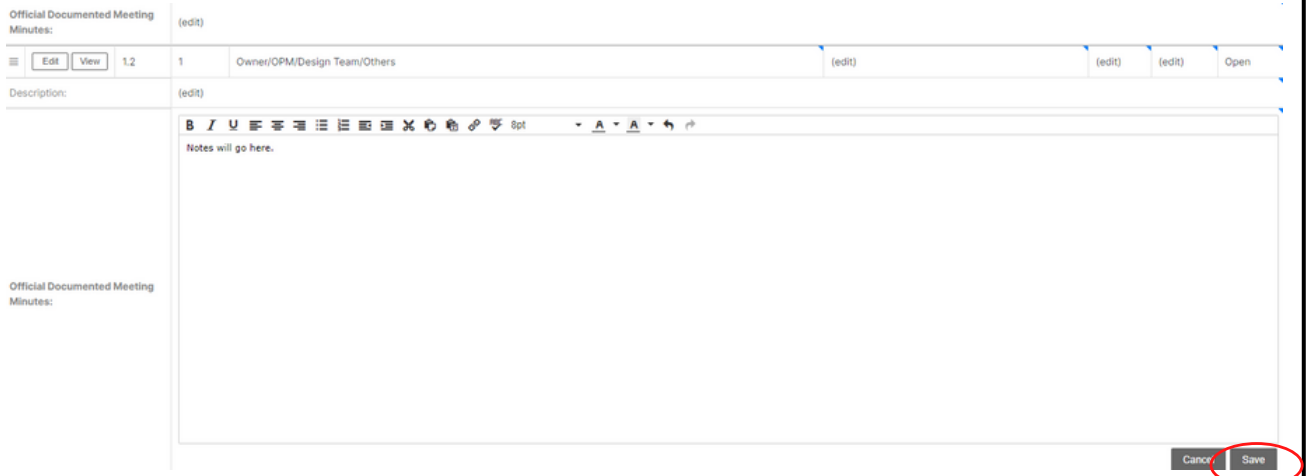


Module 4:

Create a Meeting Agenda

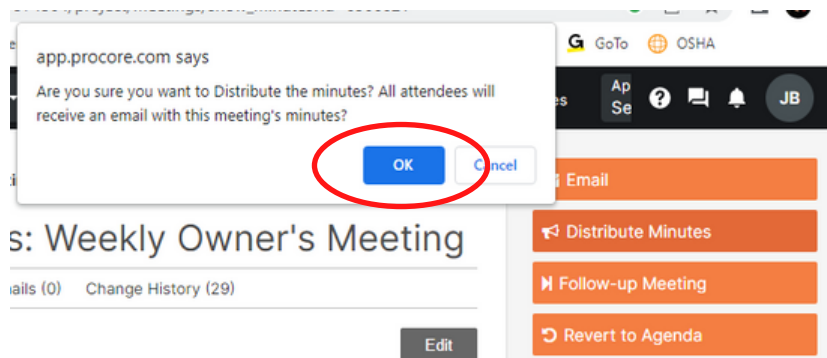
11- Take Meeting Minutes

- Click "Save"



12- Distribute Meeting Minutes

- On the right side of the screen, click "Distribute Minutes"
- Click "OK"



Module 4:

Create a Meeting Agenda

Early (DD) Page Turn and CD Page Turn

***Suggested Attendees and Meeting Specific Notes**

- **Early (DD) Page Turn**

- Suggested Attendees:

- PE, Estimating Team, Project Manager (if known), Superintendent (if known), MEP, QC Manager, Safety Manager

- **CD Page Turn**

- Suggested Attendees:

- PE, Estimating Team, Project Manager (if known), Superintendent (if known), MEP, GS, QC Manager, Safety Manager

- Other Meeting Specific Notes:

- Fill out as much of the agenda as possible before the meeting
- Make use of "Tasks" to assign items

Module 4:

Create a Meeting Agenda

Internal Kick-Off Meeting

***Suggested Attendees and Meeting Specific Notes**

- Suggested Attendees:
 - Project Team:
 - PE, Senior Project Manager, PM, APM , Project Superintendent, Assistant Project Superintendent, Project Safety Manager
 - Preconstruction Team:
 - Chief Estimator, Estimator, MEP Estimator, VP of Preconstruction
 - Support Staff:
 - MEP Coordinator, Facade Coordinator, Administrative Assistant, Compliance Manager, Accounts Payable, Quality Control Manager, Scheduling Manager, Scheduler
 - Senior Leadership Team:
 - SVP Operations, SVP Academic/ Institutional, VP of Construction, VP of Risk Management, Director of EHS, Director of VDC, Director of Marketing, Director of Government and Community Relations, General Superintendent

Module 4:

Create a Meeting Agenda

Internal Kick-Off Meeting

***Suggested Attendees and Meeting Specific Notes**

- Other Meeting Specific Notes:
 - Fill out the agenda as much as you can before the meeting
 - In the attachments field, you will find an official list of attendees

Purchasing and Descope Meeting

***Suggested Attendees and Meeting Specific Notes**

- Suggested Attendees:
 - Lead Estimator, Chief Estimator, Project Manager, Superintendent, MEP (if needed)
- Other Meeting Specific Notes:
 - Agenda is open
 - Estimator to run meeting with Project Manager Taking Notes

Module 4:

Create a Meeting Agenda

QA/QC Kickoff Meeting and Sub Kickoff Meeting

***Suggested Attendees and Meeting Specific Notes**

- **QA/ QC Kickoff Meeting**

- Suggested Attendees:

- PE, PM, Superintendent, MEP, QC Manager, Safety Manager

- Other Meeting Specific Notes:

- As many project concerns as possible should be added to the "Project Concerns" section as possible before the meeting to ensure they are considered *Add this via "Meeting Notes/ Description"
 - QA/ QC will assign tasks/inspections from this meeting

- **CD Page Turn**

- Suggested Attendees:

- PE, PM, QC, Safety, Superintendent, Sub Foreman

- Other Meeting Specific Notes:

- These meetings are important from a quality control and safety perspective

Module 4:

Create a Meeting Agenda

Closeout

***Suggested Attendees and Meeting Specific Notes**

- Suggested Attendees:
 - Project Team
 - PX, Senior Project Manager, PM, Assistant PM, Project Superintendent, Assistant Project Superintendent, Project Safety Manager
 - Preconstruction Team
 - Chief Estimator, Estimators, MEP Estimator, VP of Preconstruction
 - Support Staff
 - MEP Coordinator, Facade Coordinator, Administrative Assistant, Compliance Manager, Accounts Payable, Quality Control Manager, Scheduling Manager, Scheduler
 - Senior Leadership Team
 - SVP Operations, SVP Academic/Institutional, VP of Construction, VP of Risk Management, Director of EHS, Director of Community Relations, General Superintendent
- Other Meeting Specific Notes:
 - Make sure that the agenda in Procore is filled out before the meeting