

Meeting Notes

Overview

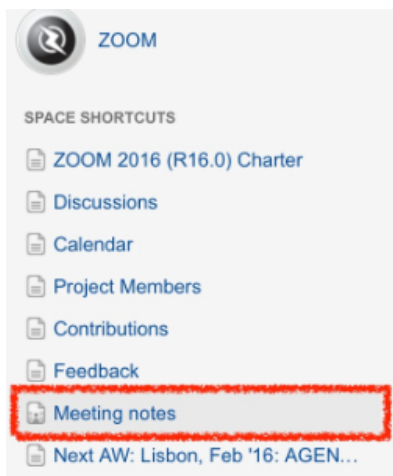
Meeting notes are used as official minutes of meetings, record attendance and to assign actions.

On this page:

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 - [Accessing Meeting Notes for a Project](#)
 - [Creating Meeting Notes](#)

Accessing Meeting Notes for a Project

- You can access the Meeting notes for a project by navigating to the "Meeting Notes" shortcut in the left hand menu on any page in the space:



- A list of meeting notes is shown in chronological order (newest first):

Pages / ZOOM (Zero-touch Orchestration, Operations & Management) Project Edit Watch Share Tools

Meeting notes

Created by Ken Dilbeck on Feb 09, 2015

Create meeting note

Title	Creator	Modified
2016-02-02/03 Tue Q1-4 & Wed Q1-3: Orchestration Workshop	David Milham	Feb 09, 2016
2016-02-03 Wednesday Q1/Q2: ETOM - Joint sessions Zoom NFV Transformation...	Michel Valette	Feb 09, 2016
2016-02-09 Zoom weekly Team Leaders' Meeting notes	Derek Flexer	Feb 09, 2016
2016-02-04 Thu Q1/Q2: Entity Provisioning API Spec Jam concerning TR255 and ...	Derek Flexer	Feb 09, 2016
2016-02-04 Thu Q1/Q2 Zoom Meeting notes - Catalyst review update	Derek Flexer	Feb 05, 2016
2016-02-03 Wed Q4: Joint - Zoom / DERA IG1135 feedback & Zoom input for Ente...	Derek Flexer	Feb 05, 2016
2016-02-04 Thu Q3/Q4: Joint ZOOM / DSRA / DERA / Fx session TAM support for ...	Derek Flexer	Feb 05, 2016
2016-02-04 Thu Q4: Hybrid Management ("Green" Team) - SLA & metrics related s...	Derek Flexer	Feb 05, 2016

- You can click on an individual page to view the notes of the meeting

Creating Meeting Notes

- You can also click the "Create Meeting Note" button to create a new meeting note

- Select "Meeting Notes"

Create


Filter

Help


Select space

ZOOM


Parent: Project Members




Meeting notes
Plan your meetings and share notes and actions with your team.




Strategy Canvas
Brainstorm, visualize and build your content




Tasks Canvas
Coordinate your team tasks at a glance




Business Model Canvas




Deliverable Suite: Root page
Used for large Suites. This is the Read Me file with links to sections and sub-pages.



Deliverable: Addendum Guide Book SID Ex...



Deliverable: API template



Deliverable: Appendix Template

Add or customise templates for the selected space

Create

Close

- Click Create
- The Meeting Notes template is shown ready for you to fill out the details:

[illegible]

- Edit the new Meeting Note
- Click Save
- Your new meeting note page then appears at the top of the list of meeting notes



Tip

Click on one of the gray highlighted areas in the page to overwrite the help text and quickly edit your meeting notes

share Next: Reviewing and Commenting