

# Meeting Notes

## Overview

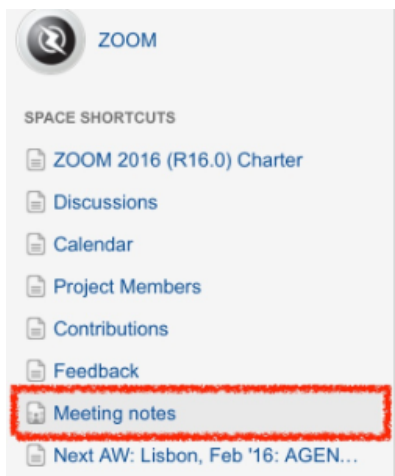
Meeting notes are used as official minutes of meetings, record attendance and to assign actions.

### On this page:

- [Overview](#)
  - [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:

2016-03-21 Meeting notes

Heading 2 B I U A A

Date

21 Mar 2016

Attendees

- Richard May
- @mention a person to add them as an attendee and they will be notified.

Apologies

Input Material

- List & hyperlink to any input material used during the meeting

Meeting Agenda

Detail meeting agenda

Call for IPR Declaration – IPR Statements for Use in Meetings

- 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](#)