Project Meeting Agenda & Minutes: Notes

These hints and tips are to help Project Managers use the Projects Agenda and Minutes templates. Please do tell the PPU if any points are unclear or wrong, or if more is needed.

For advice on arranging and minuting meetings, please see the 'Organising Meetings Toolkit' (due 2009).

- The templates are provided with example entries, as the easiest way to create new entries is to copy old ones and re-do the text (see below). The first time you use the template just edit and replace the text as appropriate, and for subsequent ones copy your own document and edit that.
- If you can't see the gridlines showing the table rows and columns you should make them visible by (in MS Word 2007) clicking in a table somewhere, eg in the meeting date, selecting the Table Tools > Layout tab, then clicking 'View Gridlines' at the left.
- To create a new row or set of rows, select the type of row/s you want, eg a main item and a sub-item, by clicking and dragging down the left margin. Then right-click and 'Copy', select the row you want to insert your new rows above, right-click and 'Paste Rows'.
- If a row number is wrong, eg the first sub-item is numbered 3 instead of 1, then right-click on the incorrect number and select 'Restart at 1', 'Continue Numbering' or whatever.
- It might at times be useful to have two columns for the names when there is a hefty list. You can do so by putting the cursor in the names cell, right click and select 'Split Cells' and 'OK' it into two columns.