ENABLE 365 - Agenda

Save time with effective meetings

AGENDA

User manual

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Introduction

Take control of your meetings with Enable 365 Agenda Meeting App

Agenda is a 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 follow-up on after-meeting tasks, such as distributing minutes.

After you have purchased Agenda for your business, it is ready to use one or more Teams, depending on your license.

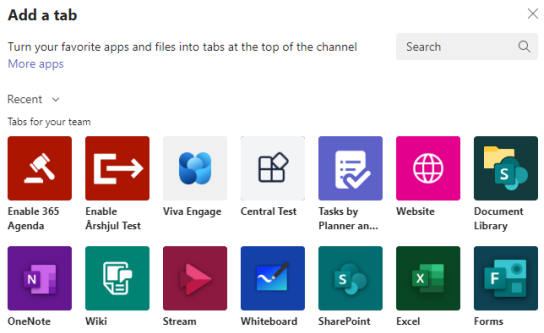
This guide describes how to set up and use Agenda in a team.

Good luck!

Getting started with Agenda in your Team

Add Agenda as a tab

Click the plus team to add a tab, and select Agenda in the list of available apps:

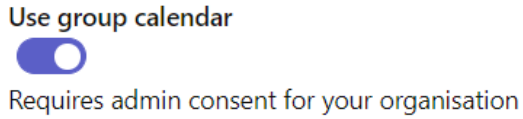


Settings for Agenda in the team

Under "Settings", you can enter regular participants, location for the minutes/agenda, settings for tasks, etc. Settings can be changed at any time and mainly apply to new meetings. The following sections describe what you can do under settings:

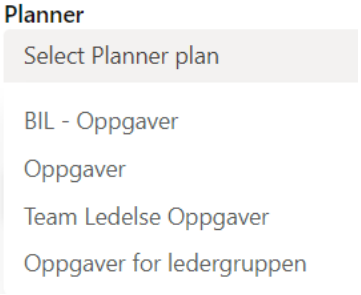
Use group calendar

By ticking this box, you can send a meeting invite when a session is created.



Planner tasks

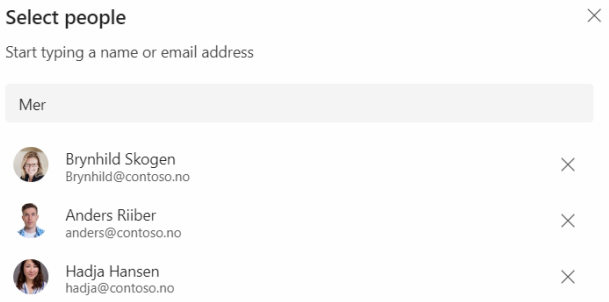
To be able to create tasks directly during the meeting, you must specify which Plan the tasks belong to.



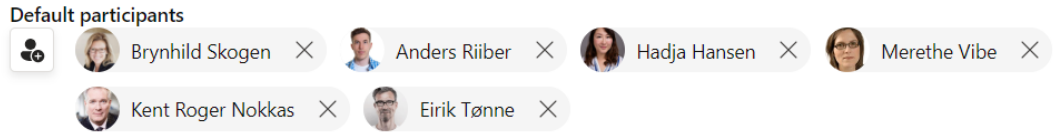
Default meeting participants

To add people to show up as suggestions in all new meetings automatically:

Enter the participant's name and select the correct person from the available options.

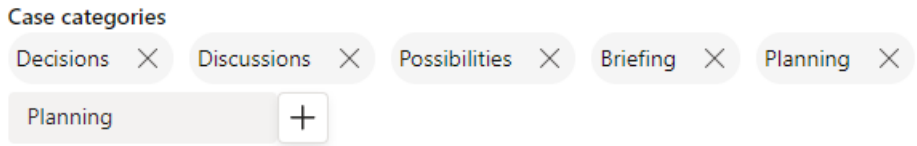


Cross them out if they don’t need to be on the list.



Case categories

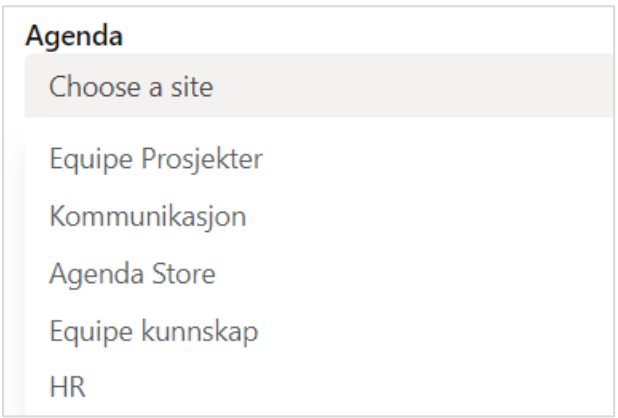
Here you can quickly create or remove categories your cases belong to:



Agenda/schedule placement

It is possible to create an agenda/schedule in PDF format. If a custom location is not selected in the box below, the file will be automatically added to the *agenda library* on your team's SharePoint site. You can change this setting by selecting a different library, such as a location on your intranet that everyone has read access to.

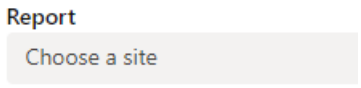
NB! To save the agenda/schedule you must have "write" access to the library.



Location of minutes

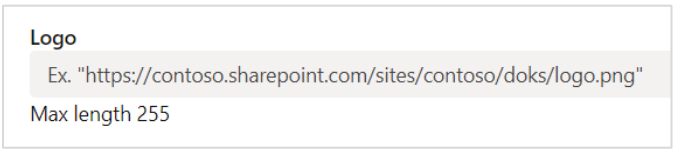
Saving minutes works the same way as saving the agenda/schedule. Unless you select a different custom location in the box below, minutes will be saved in the *minute's library* on your team's SharePoint site. You can change this setting by searching and selecting a different library or a location on the intranet that everyone has read access to.

NB! To save the agenda/schedule you must have "write" access to the library.



Choose a logo for Agenda and minutes

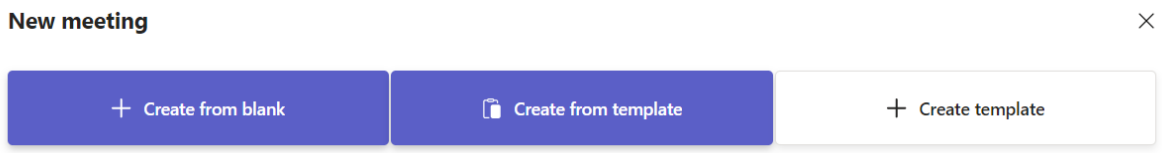
Here you can paste a link to the logo you want to use in the same format



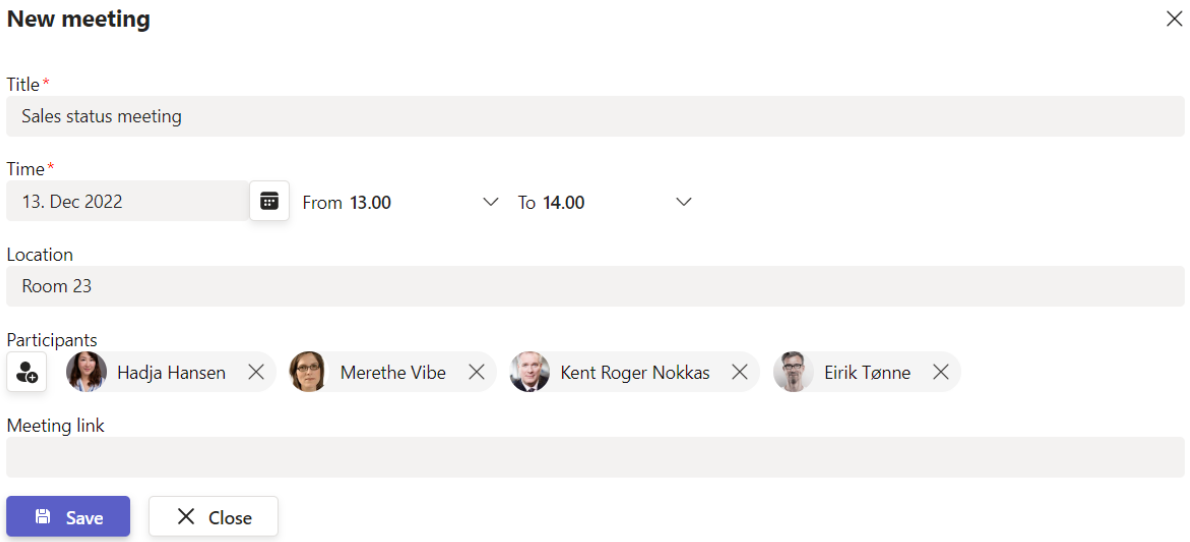
Create a meeting template

Creating templates for your regular meetings can save you a lot of time and reduce redundant work. Cases and case managers are saved in the template, making creating new meetings or meeting series easier and quicker.

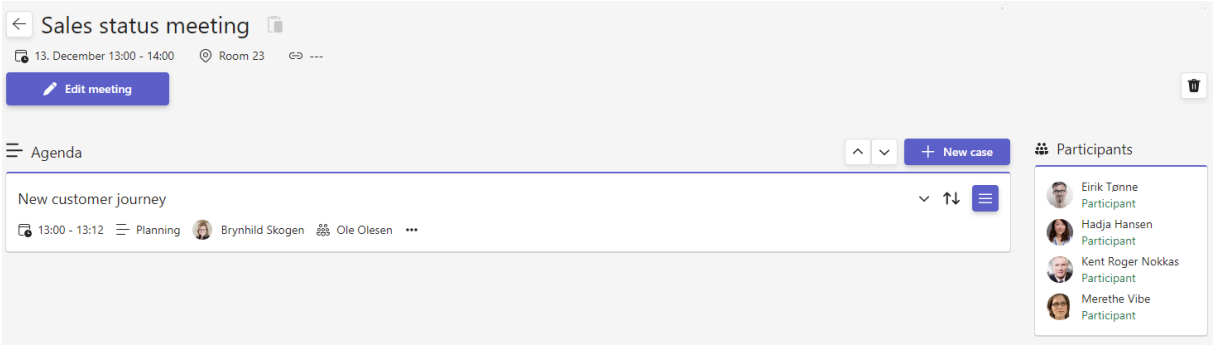
Select “create meeting” and then "create template."



Fill in the meeting title, time, location, and participants and link to a Teams meeting if desired. Don't forget to hit save.

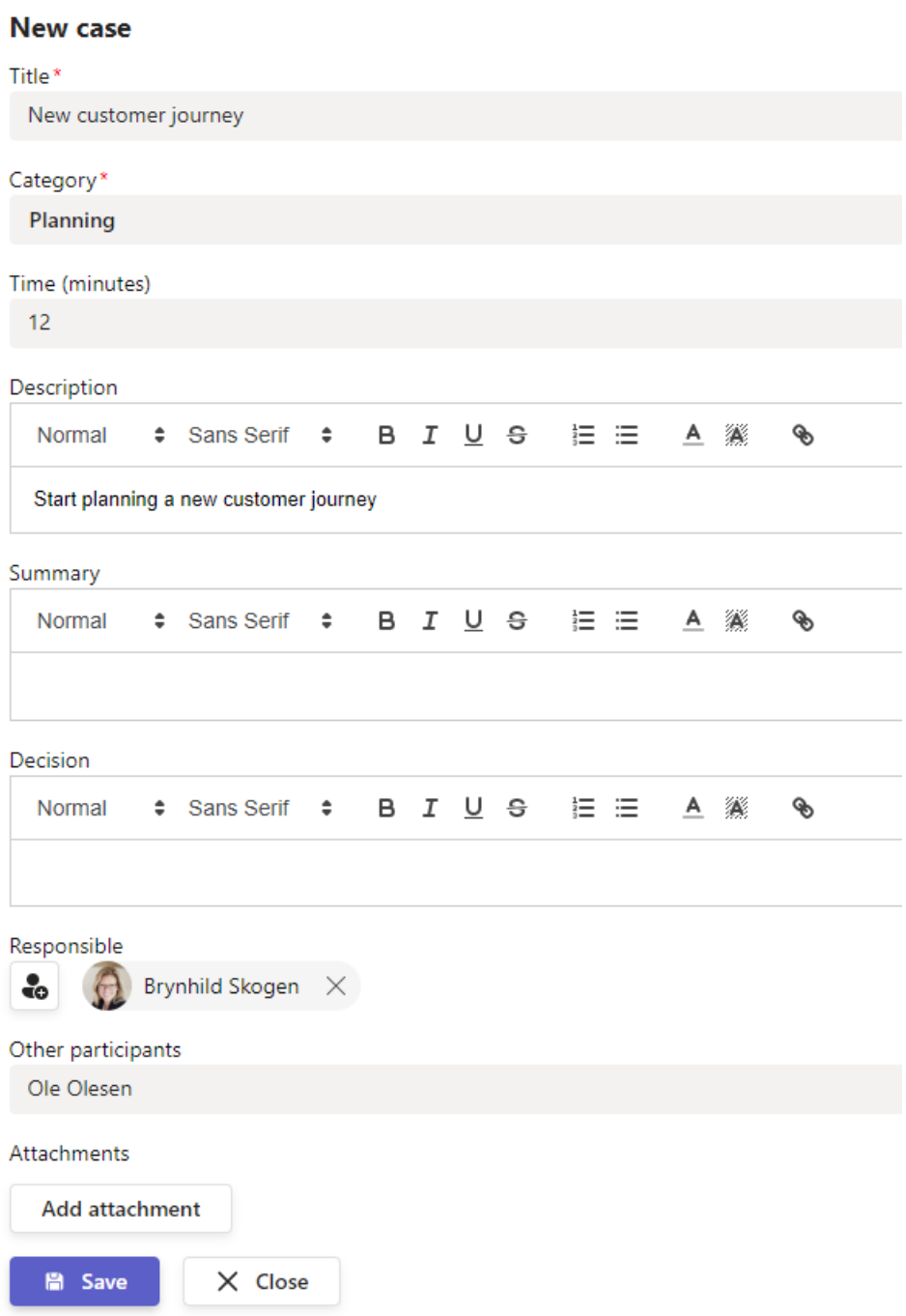


Create case list/agenda for the meeting



New case:

You only need to fill out the title to create a new case. However, you may also want to consider including the other options. See the explanation of all the available fields below the image.



Category:

Explains what type of case it is.

Time:

By specifying the time (in minutes), the start time of the following case will be

automatically adjusted. You can also use the category "Pause".

If you change the order afterwards, the times will be automatically adjusted.

NB! If the time field is left blank, the cases will be placed in the order you decide, which may suit some meetings better.

Description, summary and decision:

You can edit all these text fields using simple formatting. You can also add a fixed text to the description field in the template if needed.

Responsible:

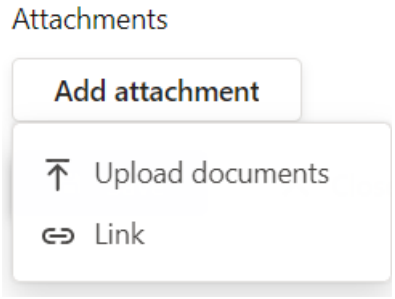
Enter the person responsible for the case.

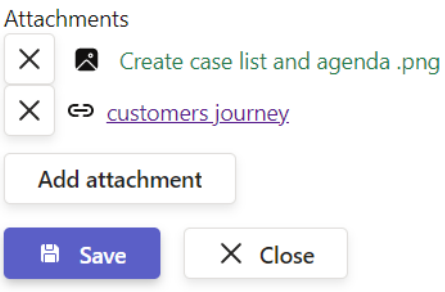
Other participants:

If someone who does not have a user with the company/team is going to participate in a case, you can enter their name as plain text.

Attachments:

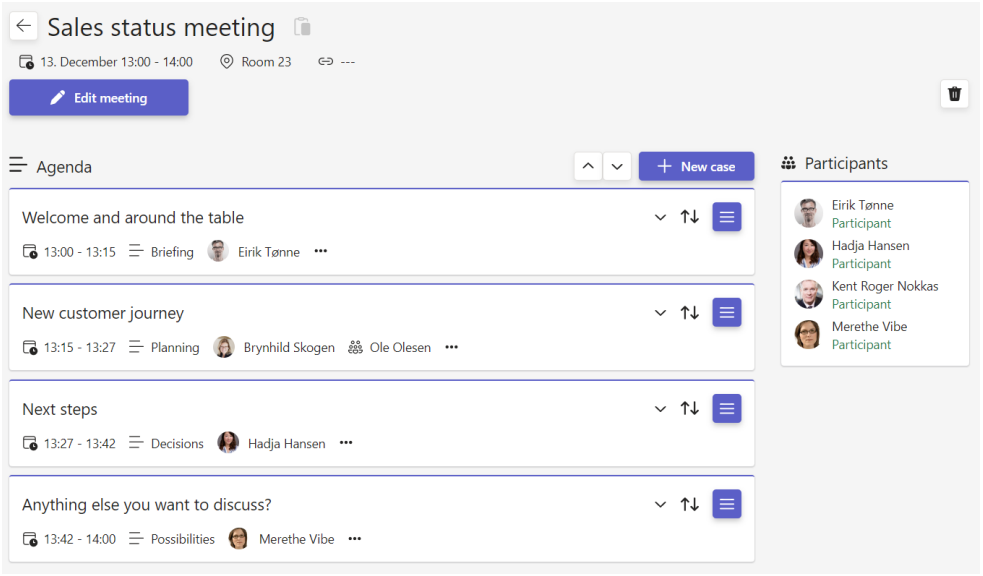
You can upload or link to a file. When uploaded, a file is saved in the team library and is only available to its members. When linking to an existing file, it can be located where everyone has read access.





Case documents are attached to a specific case; you will find all case documents for a meeting or template under "Attachments".

Example of a meeting template:



Edit meeting template

The templates can be found on the home page of the meeting app under "Templates".

Click on a template to edit it.

Edit the parent information

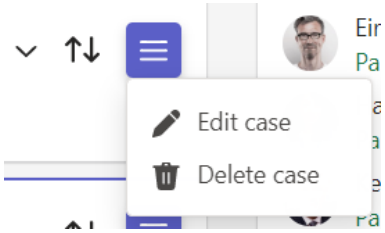
Click "Edit meeting" and make your changes.

Add new case

Same as above. You only need to fill out the title to create a new case. However, you may also want to consider including the other options as well.

Edit or delete a case

Click the striped button and choose what you want to do.



Change case order

Grab this handle and drag the cases up or down.

Delete meeting template

Click the Trash Can in the top right corner and confirm.

Preparatory work before meeting

Creating meetings follows the same procedure as creating a meeting template.

Create a new meeting from scratch

Click "Create from blank". Then fill out the fields in the form.

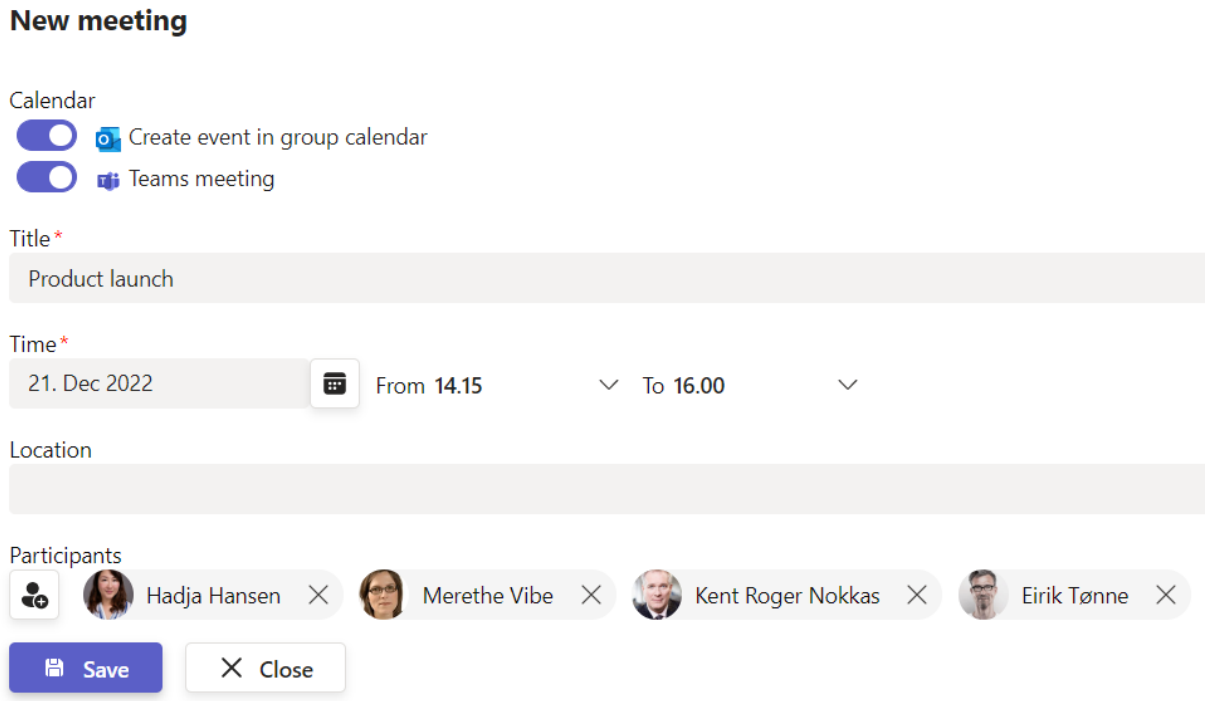
You can add/remove participants for that specific meeting.

Send a meeting invitation to attendees

When creating a meeting, you can opt to send an invitation from the team's group calendar. This option must be enabled under settings before creating a new meeting.

Check the Outlook event and Teams meeting if desired (not all meetings are necessarily Teams meetings).

All participants, except who created the meeting, will receive an invitation, and the group calendar becomes the sender.



The steps outlined in the “Create a meeting template” section then also apply to when you create a meeting from blank.

Edit meeting

Click into the meeting. Select the "Edit" button to change the time or the other parent information.

Change the meeting request for attendees

In the event of a time change, the participants will also be sent a new invitation.

Edit meeting template

Create new meetings from a template

When you create a meeting from a template, you automatically get a copy of the template with both cases and case managers. Click on "Create from a template", select the template and fill out the fields in the form.

Tip! Feel free to enter the date along with the title; it will be easier to find the meetings later.

Here you can also add/remove participants for this specific meeting.

Send a notification to participants

Create a new meeting from scratch".

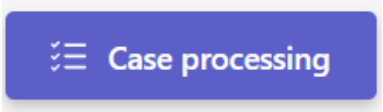
Create cases for a meeting

Open the meeting in question, click "New case", and fill in the title, type of case, estimated time, comments, administrator and attachments if needed.

Then follow the same instructions as the meeting template: Create case list/agenda for the meeting.

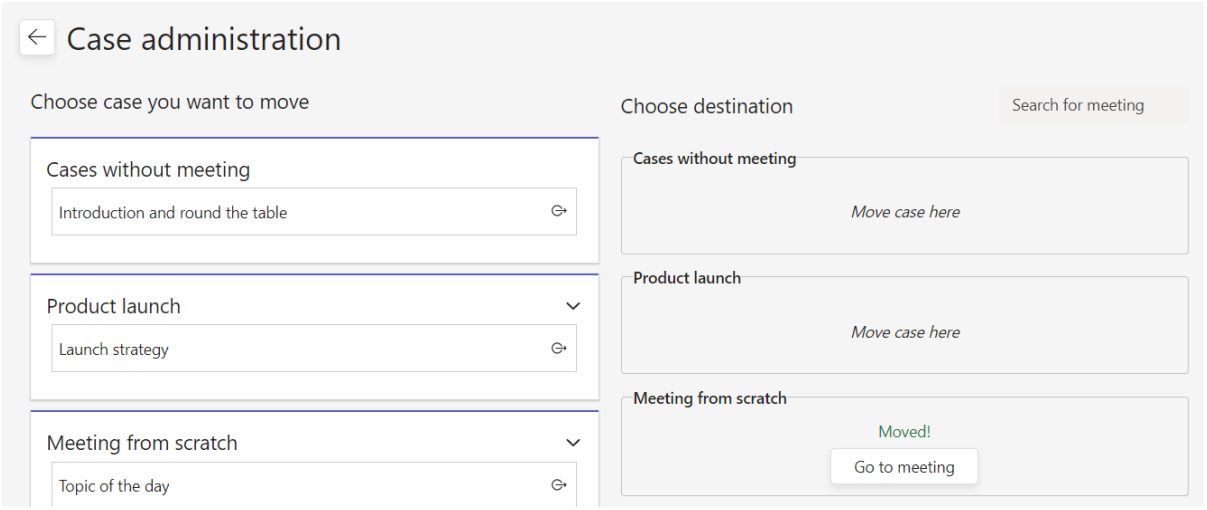
Processing of cases that are not placed in a meeting or at a time

Case administration



Under "Case processing", you can find all meetings and cases, including those that have not been listed in a meeting.

You can move a case by dragging it from the left of the window to the desired meeting on the right-hand side. Then select "Go to meeting" or do this later.



Placing cases in the agenda

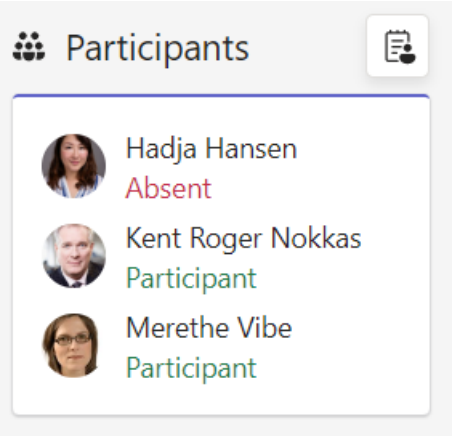
When you open a meeting that has had a case transferred, it will be automatically added at the top and the schedule will be adjusted accordingly. You can also grab the case by the move symbol (up/down arrow on the far right) and drag it to a different place.

If you move a case, the times are automatically recalculated. The case gets the right start and end time based on the estimated time and order in the Agenda.

Conduct meetings

Edit participation/absence

Click on the button next to “Participants” as shown below to unmark those who did not participate to the meeting and report them absent.

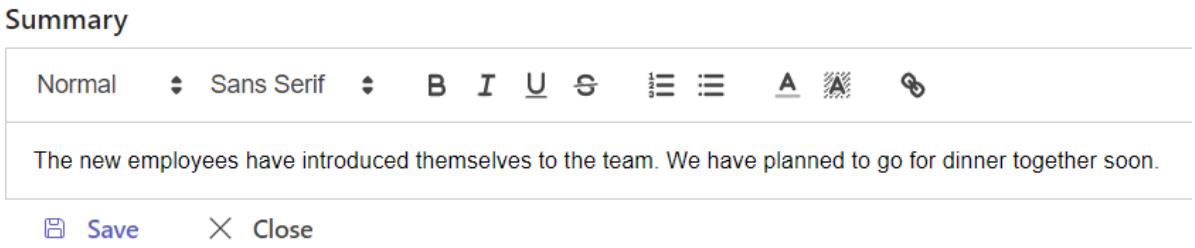


Processing cases

Open the case to be processed.

Writing minutes

You can fill in the description, summary and decision sections with text as needed. Remember to hit save when you're done!

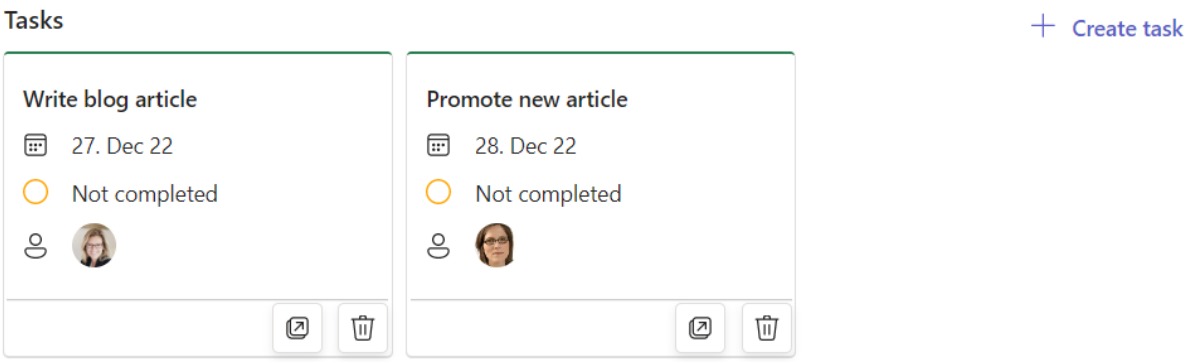


Supporting documents/attachments

You can upload or link to attachments during or after the meeting. See the description for the meeting template: Attachments:

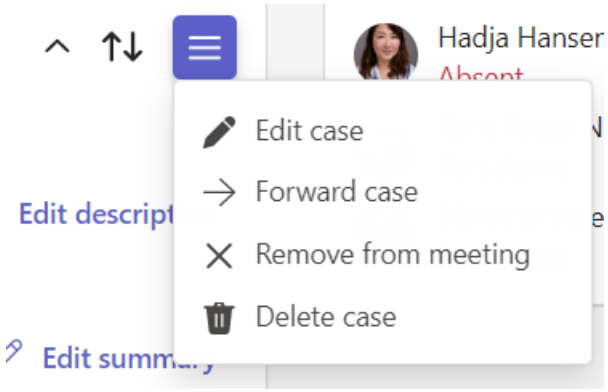
Create a task related to a case

Click on a case and scroll until you see the option *+Create task*. Fill in the title, due date and description. Once you have saved the task, it will appear at the bottom of the case.



Actions you can take with a case

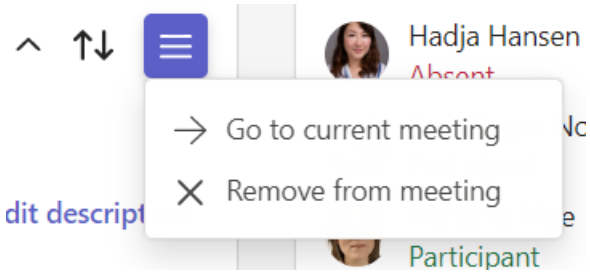
- **Edit case:** Opens the case and allows you to edit all case information, including uploading or linking to attachments.
- **Forward case:** Forward a case to a later meeting – see chapter below.
- **Remove from meeting:** The case is moved to the list of cases without a meeting.
- **Delete case:** The case is deleted from the Agenda app
- **Arrows:** Use to open/close the case and move up/down



Continue a case that was not completed

Cases that were not completed can be forwarded to a new meeting date. When forwarding, the case's title, description, summary, comments, etc., will be included so that you can pick up where you left off on a new date.

1. Select “Forward case” from the “Actions” menu shown above
2. Select the meeting you want to forward the case to
3. An arrow will appear on both the case in the original meeting → and the case in the new meeting ↓. The arrow symbolises that the meeting has been forwarded. Click "Actions" in the orginal meeting to “Go to the current meeting” (last) for the case. In the new meeting, in the “Actions” menu, you can select “View history” to see the history of the case.



4. The meeting administrator can then place the case at the desired time in the new meeting.

Post-production meetings

Follow-up of tasks

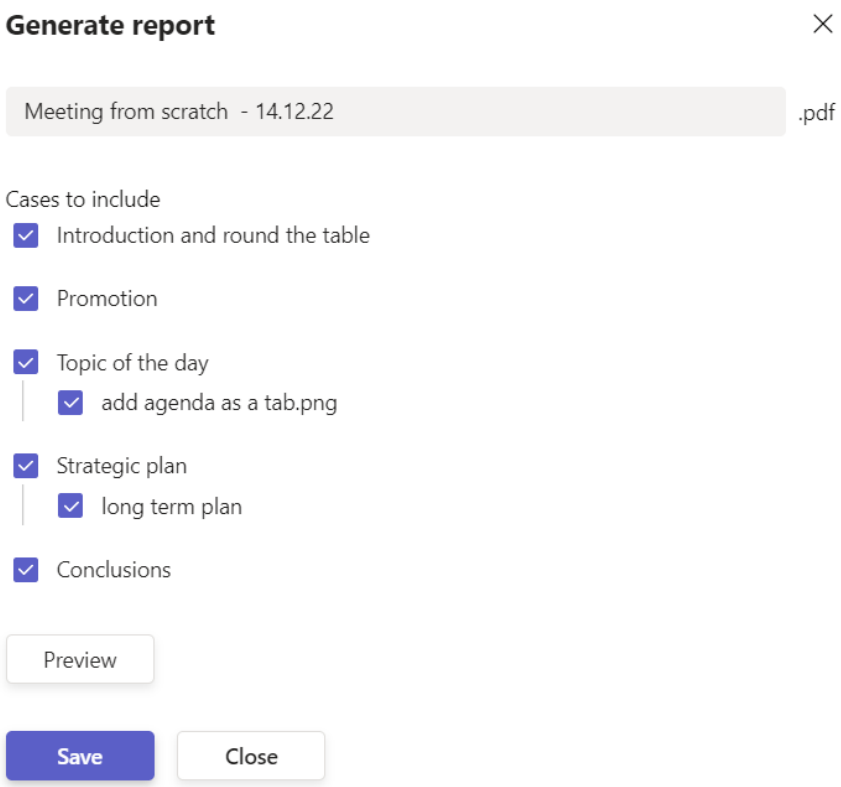
Tasks can be followed up under each case, but they will also be available under "*Tasks provided by Planner and To Do*", located on the left in the navigation in Teams. There you can see all your tasks together.

In addition, the team owner can add the Plan as a tab in a channel within the team so that you can manage tasks from all meetings together.

Create minutes as a PDF report

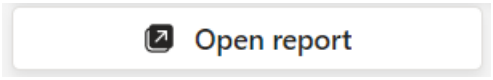
Select "Generate Report" to get into the dialogue box, where you can:

- Set file name
- Select what meeting items to include
- Select which attachments to include
- Review, preview and save
- At the top, you will see the address where the minutes will be stored.
- You can preview the minutes before saving them.



See the finished minutes report

The "Open report" button gives you a quick way to view the minutes.

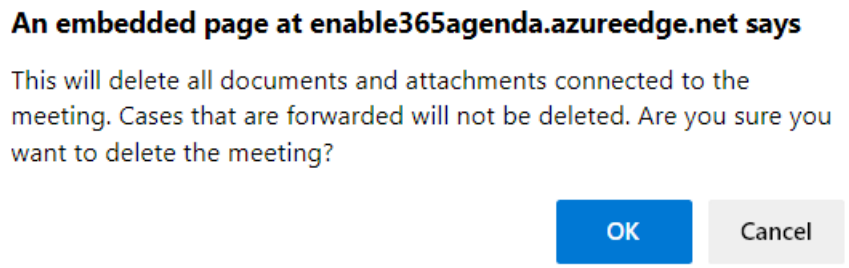


Overwrite the minutes report

You cannot save reports with the same name, but you can always create a new report with a new name. If desired, you must first go to the folder where the old minutes report is located and delete it. The link can be found at the top of the dialogue box when generating the report.

Delete meetings

Please note that deleting a meeting also deletes all its items and uploaded attachments. Before deleting the meeting, make sure to move and save items that you want to keep.

If you have sent out a meeting request from the meeting (see Send a notification to participants), a cancellation notification will be sent to all attendees.

Before you delete the meeting, verify that, you're sure.