

Kahua Quick Reference Guide Meetings

Project Lifecycle Applicability



About Meetings

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The Kahua Meetings application allows users to track project meetings including one-time and recurring meetings. For each meeting, users can create, and send the agenda and meeting minutes, manage action items, and track attendance.

Create a New Meeting

- 1. To access Meetings, go to the App Launcher and then select the **Meetings** app from the **Document Management** section.
- 2. Click the **New** button to open the New Meeting form.
- 3. There are three tabs on the New Meeting form: Details, Attendees, and Meeting Items.
- 4. The **Details** tab captures basic meeting information such as Subject (required), Type, Start Time, and End Time.
- 5. The meeting agenda and minutes will be sent to all the people selected on the Attendees lists.
- 6. The **Schedule** section of the **Details** tab provides options for one-time meetings (Recurrence Pattern = None) or a meeting series. Each meeting occurrence within a series will appear in the log view when the series is saved.





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etings	New Meeting	New		:3	×
Mee	Details Attendees Meeting Items		> SE	стю	NS
	Start Time (Q		1. Deta	ls	
	End Time O		DETAIL	S ULE	
	Prepared By		2. Atter	dees	
			3. Mee	ing Ite	ms
	Distribution/CC .				
	Meeting Notes				
	✓ SCHEDULE				
	Recurrence Pattern None Start Data 13/31/2022				
	Daily End Date 12/31/2022				
	O Monthly O Yearly				
	Save / Close	-1			

Note: If there is a possibility the meeting will need to be extended, it is recommended to create a series of at least 1 occurrence (as seen in the image above). After creating a meeting as a one-time meeting, you cannot force it be a recurring meeting in the future. Creating a recurrence pattern of '1' will allow you to extend your meetings into the future.

- 7. Click the **Save/Close** the record to create your recurring meeting to ensure you have created the appropriate meetings prior to filling in all attendees and meeting items.
- 8. Click on the first meeting in the recurrence and click the Edit button.
- 9. On the **Attendees** tab, enter any attendee notes in the notes section (this is typically helpful for attendees who are not a Kahua contact).
- 10. Add an attendee by either clicking **Insert** to create a new row, then finding the person from the drop-down or by clicking **Add Multiple** to add several different people into the items grid at once.
- 11. **New Contact** is available to dynamically add a contact not already in the Contacts List and add to the meeting. (You must have security permissions to add Contacts).





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etings	1/2/2023	3 - Construction Progress	* Edit	e :: ×
Mee	Details	Is Attendees Meeting Items Action Items		> SECTIONS
				1. Details
				DETAILS
	Attend	dee Notes		REFERENCES
	Insert	rt 1item(s) Add Multiple New Contact		2. Attendees
		Contact Optional? Attendance		3. Meeting Items
		* Loretta Maine - GSA 🕲 👻 🔲 👻		4. Action Items
		* Ashley White - GSA 🕲 👻		
		* Cillisha Knights - GSA 🚳 👻 🗌		
		٩		
		Only Show Project Directory People		
		Loretta Maine - GSA		
		Mary-Chris Hirsch - Procon Consulting		
		Mishal Ahmad - GSA		
		Susan Mills - Solution Guidance Corporation		
		Waynne Frias - GSA		
		Waynne Frias - Solution Guidance Corporation		
	Save /	/ Close v		

- 12. Indicate any optional attendees by selecting the checkbox within the Attendees List.
- 13. On the **Meeting Items** tab, create a meeting item for each agenda topic by selecting the **Insert** button to add rows to the grid. Several fields can be entered/selected within the grid.

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tings	1/2/2023 - Co	nstruction Pr	ogress					* Edit	e :: ×
Mee	Details	Attendees	Meeting Items Act	ion Items					> SECTIONS
									1. Details
	Insert 1	item(s)							DETAILS
		Number	Subject	Date Originated	Due Date	Туре	Category		REFERENCES
		0001	Construction Progress	12/30/2022	1/6/2023 📋	New Business 🔻	Issues 🔻		2. Attendees
		0002	On-Site Safety Report	12/30/2022	1/12/2023	New Business 🔻	Safety 👻		3. Meeting Items 4. Action Items

14. Select the Meeting Item More Details icon to open the detailed view. Set additional details such as Agenda Details, Type as new or old business, Category, and select Responsible Companies. Notice that Minute Details and Action Items are also available for each meeting item, which are typically be updated during or after the meeting.

Note: All the details entered for a meeting in a recurrence pattern can be copied into a future meeting. Please see the bottom of this section for more details.





Record Attendance

- 1. When the meeting occurs, Edit the meeting record and open the Attendees tab.
- 2. Use the Attendance drop-down list for each person and record them as **Present**, **Absent**, or **Excused**.
- 3. If people who were not on the original list attended the meeting, add them to the meeting attendance list.

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tings	1/2/2023 - C	Construction Progress			E	iit 🛛 🖸 🗶
Mee	Details	Attendees Meeting	Items Ad	tion Items		> SECTIONS
			1. Details			
						DETAILS
	Attendee I	Notes			,	REFERENCES
	Insert 1 item(s) Add Multiple New Contact					2. Attendees
		ontact	Optional?	Attendance		3. Meeting Items
		Loretta Maine - GSA 🔕 👻				4. Action Items
	•	Ashley White - GSA 🔕 👻				
	- *	Cillicha Kaighta - GSA	_	Not Recorded		
		Cilliana Idiigitta - GSA 🦢 🗸	U.	Absent		
		Waynne Frias - GSA 🚳 👻		Present		
				Excused		

Capture Minutes and Actions and Create Tasks

- 1. Open the **Meeting Items** tab, then select the More Details icon to open the detail view.
- 2. Scroll to Minute Details and add notes from the meeting.
- 3. Insert rows in the **Action Items** grid to record follow up activities. Click the More Details icon on the action items to fill out details around the action.

✓ ACTI	ACTION ITEMS												
Inser	Insert 1 item(s)												
		Assigned To	Due Date	Create Task	Completed Date	Status	Percent Complete						
	Ø	Waynne Frias - GSA 🔕 👻	1/12/2023			In Progress 🔻							

4. Update the action item Subject, Description, and Other Information as appropriate. With the Action Items More Details view open, you can click Next or Previous to update action items with more efficiency. When entering the action items from More Details, select Done to navigate back to the Meeting Item or New to create the next action item.





1/2/	/2023 - Construction Proc	press > Action Items	Done
=			↑ 1 of 1 🗸
in Items	1/2/2023 - Construction	on Progress	×
Action	From Meeting Item Subject On-Site Safety Repo Assigned To Waynne Frias - GS Create Task Description	002 rt A ②	> SECTIONS REFERENCES
	High Due Date 1/12/2023		

- 5. From the Action Items grid, select the **Create Task** check box (active for Kahua users only) to create a task for the item. Any unassigned tasks will automatically get assigned the next time you click **Save**, so make sure you are ready to assign before checking the checkbox.
- 6. Once you have completed updates to a Meeting Item, select **Done** to navigate back to the Meeting Items grid. **Save** is available at the bottom and must be selected to save all the updates you made since the last time you clicked it.
- 7. To distribute meeting minutes, select **Send** on the meeting record, and remove all attachments except for the Meeting Minutes (see section **Send the Meeting Agenda or Minutes** below).
- 8. When finished editing, select **Send**.

Track Actions

Action Items sent to Kahua users as tasks are tracked and updated as the Task Assignee selects **Send Update from their task**. The meeting owner receives messages to alert them of these task updates and the update is reflected in the meeting action item. When the task assignee completes their task, they make any final updates to it and select **Mark Complete**. This will update the **Date Completed** field with the current date and set the Status to "Completed".





=	DELEGATE HISTORY
asks	Respond to Action Item
F	View Source Record >
	Project DC - WASHINGTON - GSA - DEMO - Owned Above Prospectus Project Meeting 1/2/2023 - Construction Progress Subject On-Site Safety Report
	Description Record Site Safety report.
	Status In Progress
	Priority High Due Date 1/12/2023 Start Date 1/4/2023 Completed Date
	Save Send Update Mark Complete

Recall and **Mark Complete** buttons are available within the **Meetings** app for assigned tasks where an update needs to be made to the action item manually, as either of these actions will remove the task assignment.

1	/2/2023 - Construction Progress											
	Details	;	Attendees	Meeting Items	Action Ite	ems						
					Number	Subject	Assigned To	Due Date	Create Task	Status	Percent Complete	
		Ø	Mark Cor	mplete Recall	0002	On-Site Safety Report	Waynne Frias - GSA	1/12/2023	Yes	In Progress		

Updates from Action items not assigned as tasks are received outside the app and the meeting owner edits the meeting to record these updates.

Send the Meeting Agenda or Minutes

- 1. Select the meeting in the log and select the **Send** action. The **New Message** dialog opens and populates the **To** field with all meeting attendees and anyone in the **Distribution/CC** field.
- 2. The message Attachments list may take several seconds to fully display, as it renders three PDFs and a system file. Select an attachment and select **Remove** for any that you do not want to send.





- Minutes
- Agenda
- Sign-in Sheet
- .KAHUA data file (a system file that should be removed)

Note: The "Copy to Communications" checkbox should remain checked to send a copy of the message to the **Communications** app.

Copy Data from a Previous Meeting in a Series

In a meeting series, items from one meeting may be copied into the next meeting in the series with options to relabel agenda items as Old Business and carry forward action items.

- 1. Select the current meeting from the log.
- 2. At the bottom of the current meeting, select the Copy form Previous action button.
- 3. Select the previous meeting that the information should be copied from and the appropriate field options from the window then click **Continue**.
- 4. After reviewing the current meeting, the details and information will be available as determined by the selections made.

Resources

For additional help with Kahua applications, you can access the Calendar for Instructor-led training, Self-paced videos and Quick Reference Guides (QRGs) from this link: <u>Training: Project</u> <u>Management tool | GSA</u>

Related QRGs

<u>Messages</u> <u>Tasks</u>

