Kahua Quick Reference Guide
Meetings

Project Lifecycle Applicability

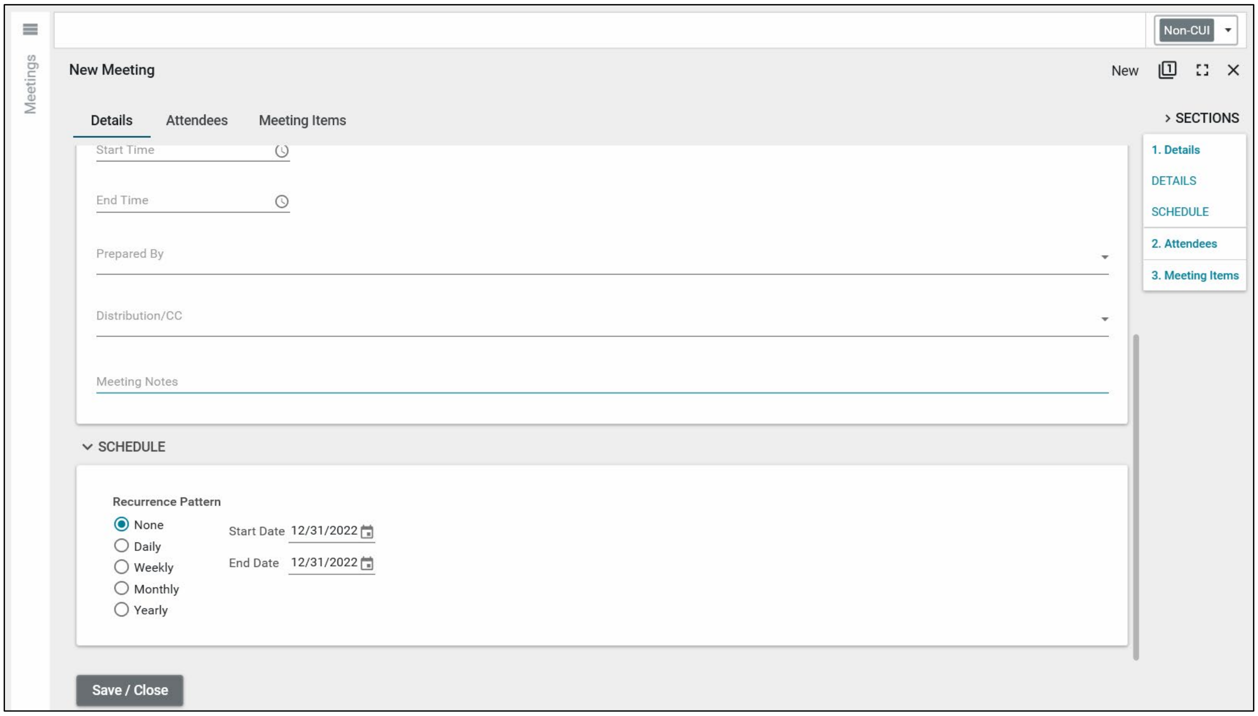
Identification/ Initiation	Planning	Execution	Closeout

About Meetings

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.

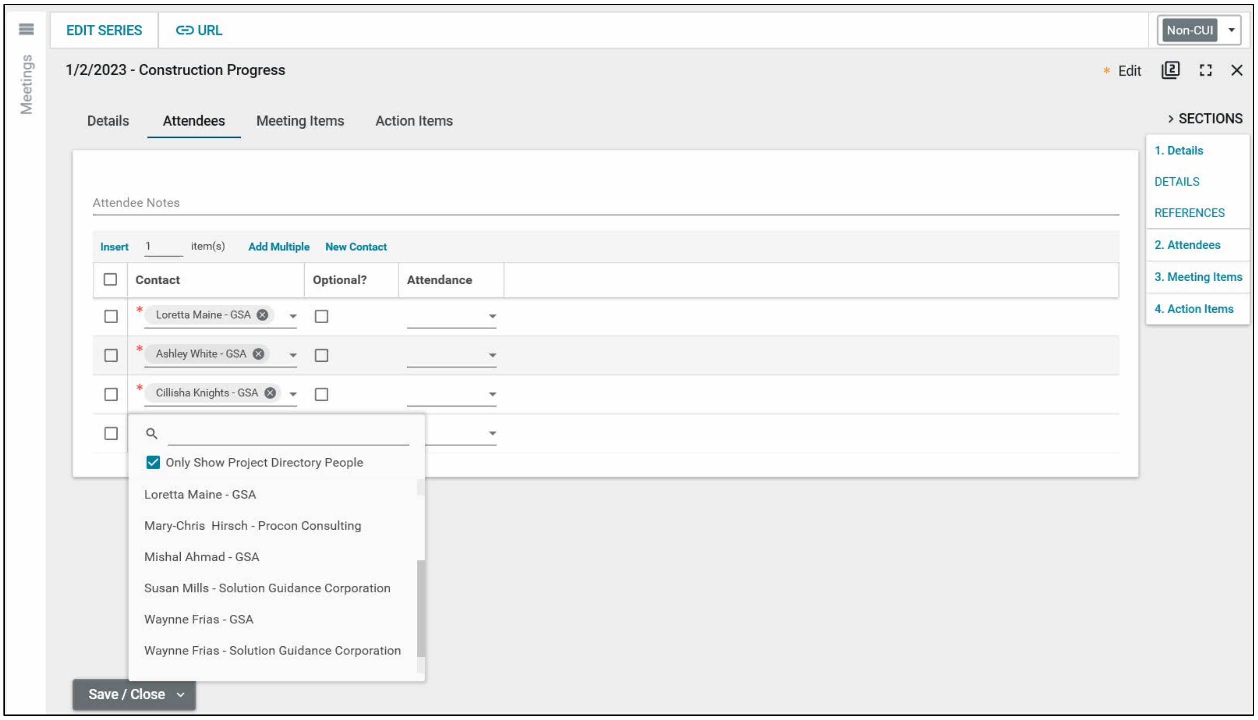
Create a New Meeting

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.

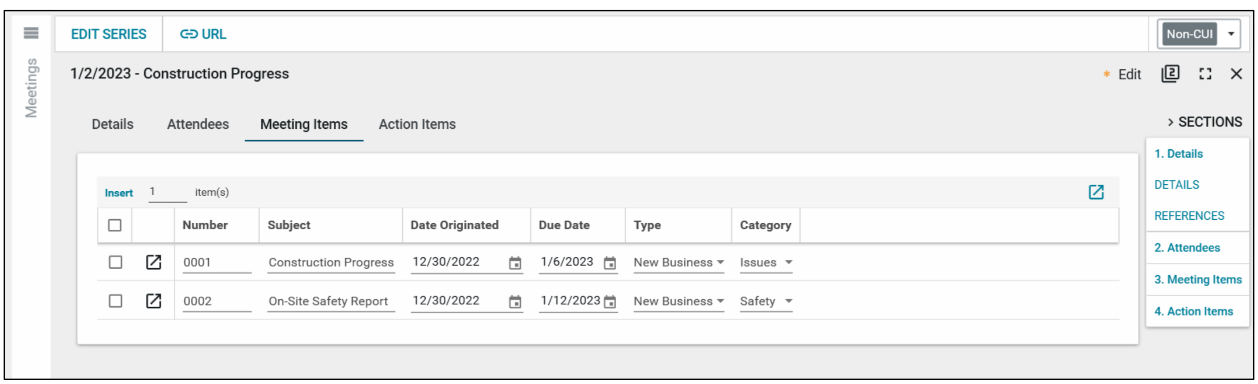


Note: If there is a possibility the meeting will need to be extended, it is recommended to create a series of at least 1 occurrence (as seen in the image above). After creating a meeting as a one-time meeting, you cannot force it be a recurring meeting in the future. Creating a recurrence pattern of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



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.

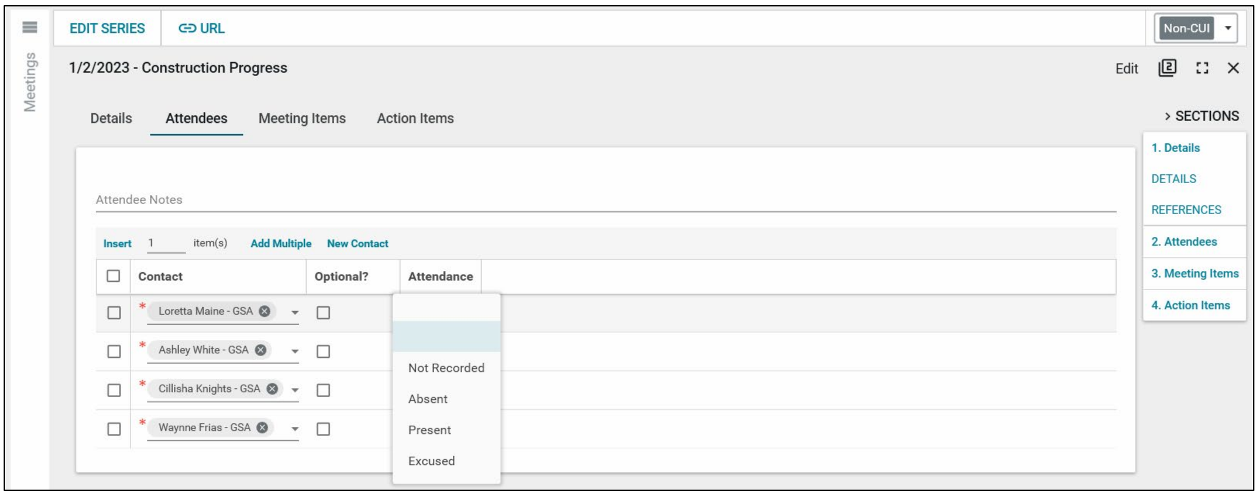


14. Select the Meeting Item **More Details** icon to open the detailed view. Set additional details such as **Agenda Details**, **Type** as new or old business, **Category**, and select **Responsible Companies**. Notice that **Minute Details** and **Action Items** are also available for each meeting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

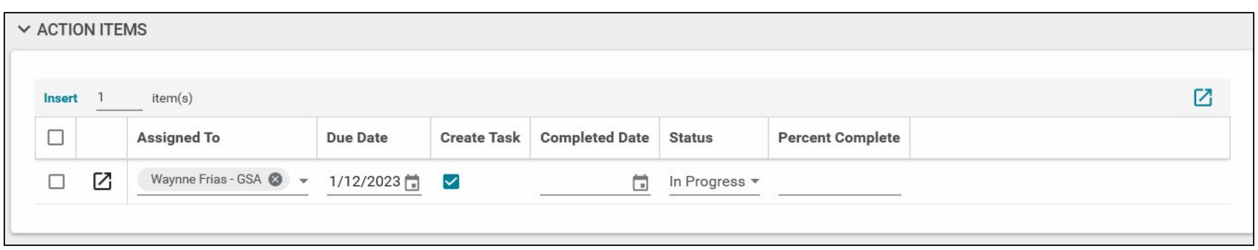
Record Attendance

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.

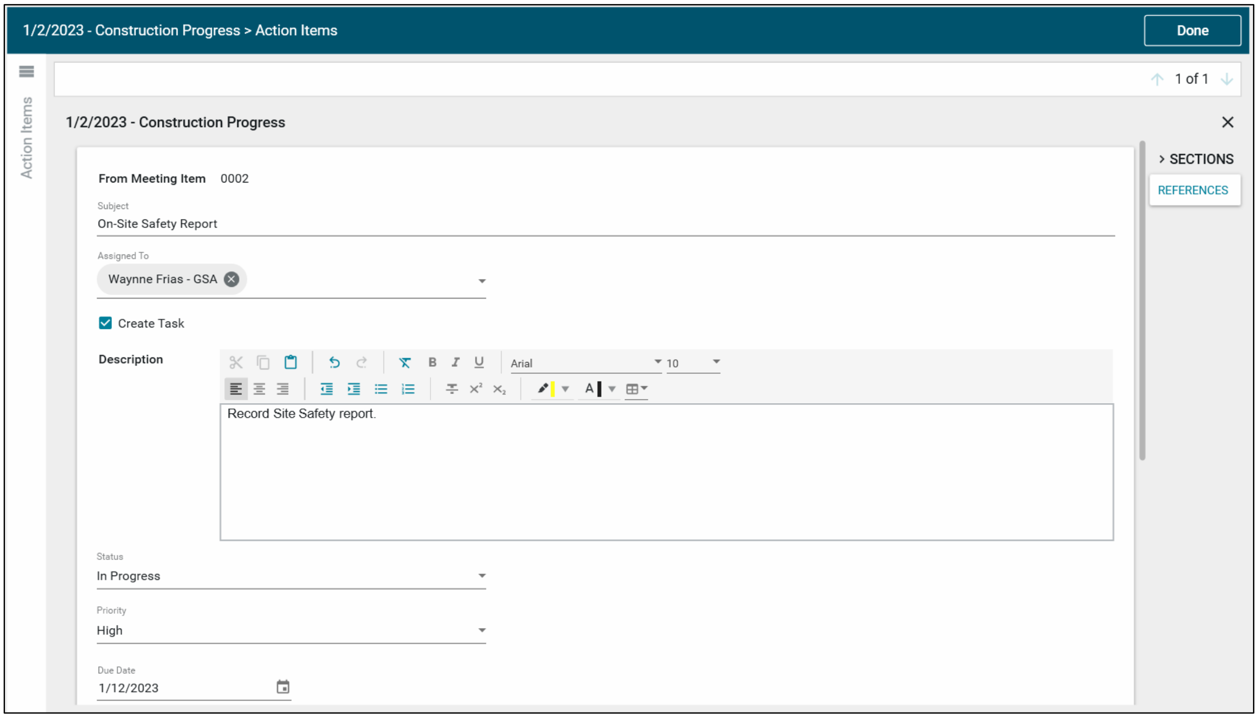


Capture Minutes and Actions and Create Tasks

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.



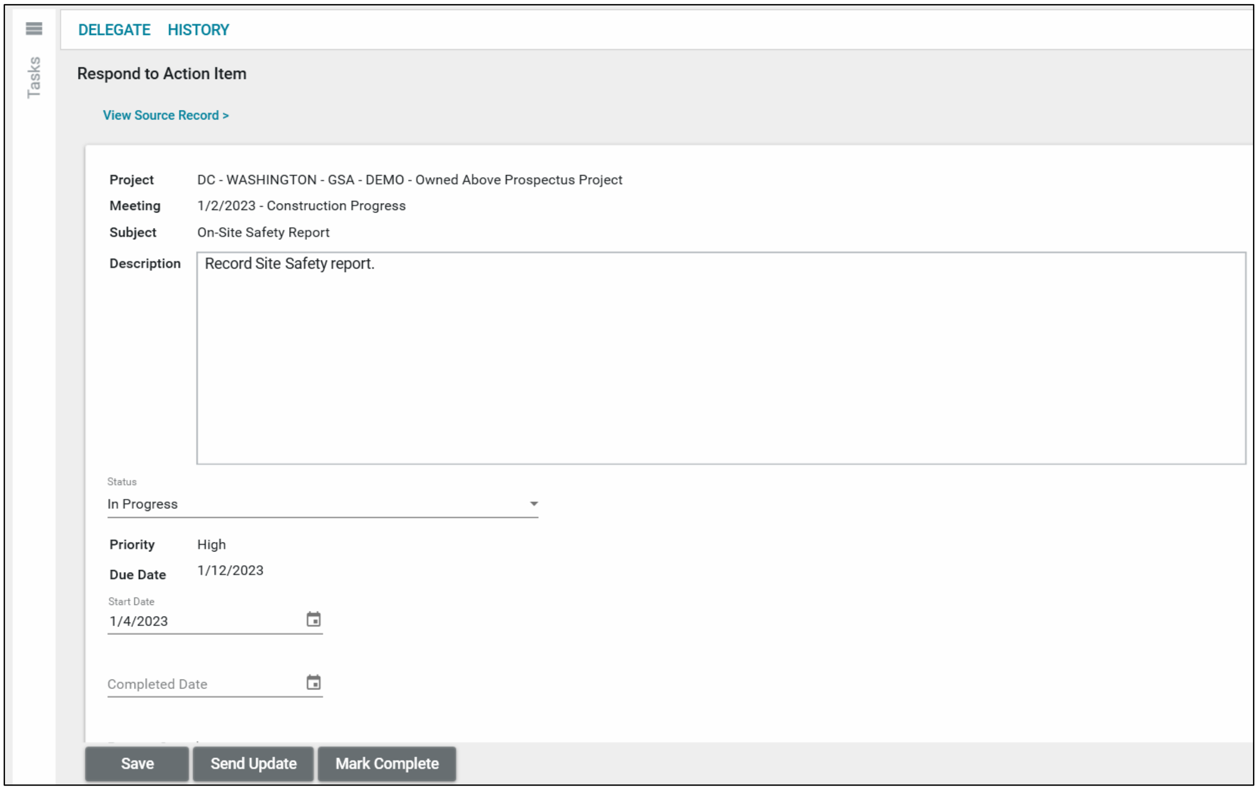
4. Update the action item **Subject**, **Description**, and **Other Information** as appropriate. With the Action Items More Details view open, you can click **Next** or **Previous** to update action items with more efficiency. When entering the action items from More Details, select **Done** to navigate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



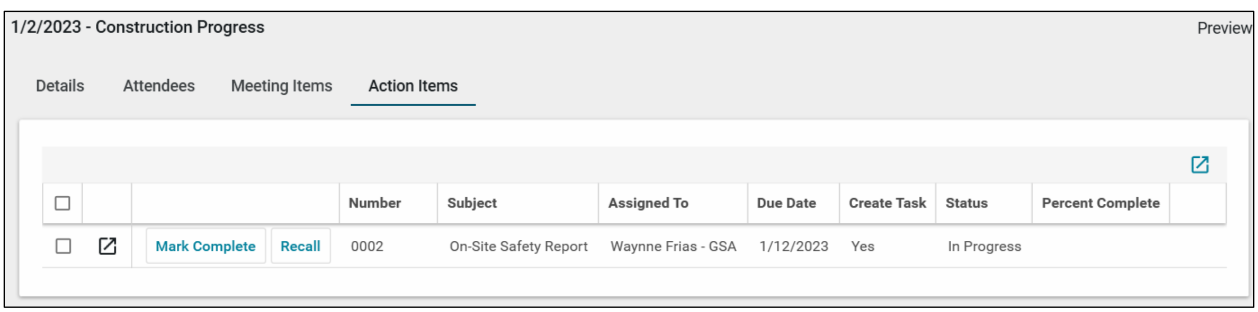
5. From the Action Items grid, select the **Create Task** check box (active for Kahua users only) to create a task for the item. Any unassigned tasks will automatically get assigned the next time you click **Save**, so make sure you are ready to assign before checking the checkbox.
6. Once you have completed 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”.



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.



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: Training: Project Management tool | GSA

Related QRGs

Messages
Tasks