

Work Instruction
Producer - Prepare and Hold
Intermediate Meetings

Purpose

This work instruction is used to provide an overview of the steps to:

- Record intermediate meeting logistics
- Record attendees
- Enter meeting minute recipient
- Enter meeting summary

Prerequisites

The 'Intermediate meetings are required in this study' checkbox is checked during the Determine Community Meeting Schedule activity, and that activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Prepare and Hold Intermediate Meetings
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Work Steps

Mapping INFORMATION PLATFORM
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Work Item List - bobproducer - January 22, 2009


Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
All	All	All			
Claim	Prepare And Hold Intermediate Meetings	09-04-00155	Dickson County TN MapMod07	01/22/2009	




Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

1. Click on:  to claim the activity



Prepare and Hold Intermediate Meetings - This activity is performed by the Producer if the intermediate meeting checkbox was checked in the Community Meeting Schedule activity. It is conducted before the Final Community Meetings are held.

The Producer records the intermediate meetings logistics, indicates whether the invitees attended the meeting and if meeting minutes were collected. The name and organization of the person receiving the minutes is also required. Multiple intermediate meetings can be added for the same community.

2. Click on:  to enter the Prepare and Hold Intermediate Meetings activity

Work Item Details - Project # 09-04-0015S

Meeting List | Review

Save and Close Continue >

Prepare And Hold Intermediate Meetings

* indicates a required field.

Enter details for intermediate meetings and click "Add Meeting". Repeat for each meeting that was conducted. Click "Continue".

* Community

* Meeting Date

* Meeting Time (HH:MM AM)

* Meeting Location

* Community Attended Yes No

If not, why was the meeting not attended?

* Meeting Minutes Collected

Minutes Submitted to

* Name

* Organization

* Meeting Summary

Add Meeting

Save and Close Continue >


3. Click the Community dropdown box to select the community where the intermediate meeting was conducted
4. Click to enter the Meeting Date
5. Click to enter the Meeting Time
6. Click to enter the Meeting Location
7. Click to indicate if the Community Attended
8. Click to indicate Meeting Minutes Collected
9. Enter the name of the person who received meeting minutes
10. Click the Organization dropdown box to select the organization where meeting minutes were submitted
11. Click to enter a Meeting Summary



Always click Add Meeting before continuing. If you click Save and Close or Continue before Add Meeting, all previously entered information will be lost.

12. Click on: 

13. Follow the same steps to enter additional meetings, as applicable.

	Use the modify or delete button to modify any of the meetings
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14. Click on:  to move to the Review screen

Work Item Details - Project # 09-04-00155 ?


Meeting List | **Review**


Prepare And Hold Intermediate Meetings

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Community	Meeting Date and Time	Meeting Location	Community Attended and Reason	Meeting Minutes Collected	Minutes Submitted to:		
					Name	Organization	Meeting Summary
CHARLOTTE, TOWN OF	10/09/2007 08:00 PM	Charlotte City Hall	Yes	Yes	Frank Newcomb	Watershed IV Alliance	Community concerns discussed and documented

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.
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15. Review the information and when satisfied, click 

Results
The next activity is Confirm Community Meeting list, completed by the RSC or MOD HQ.

Last updated: March 2009