Contents

1 Introduction

This document describes key steps for successfully setting up Sentral Meetings Module and describes the default settings and configuration for all staff.

A detailed description for the setup of Meetings has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Meetings module.

2.1 Meeting Types

There are several built-in Meeting Types available within the Meetings Module, these cannot be removed but maybe disabled. These are:

- Support Meetings
- Welfare Meetings
- Staff Meetings
- Exec Meetings
- LST Minutes

2.2 Staff Access

For the Meetings Module to operate and be useful, you must have user accounts created for staff members at the school.

2.3 Roles and Responsibilities Setup

The Meetings Module is a useful module with basic features and functions that can address the school's meeting needs. Administration of the Meetings Module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

3 Setup Meetings

The following is a description of the setup of Meeting Types. These details will guide you through the critical configurations you need to setup Meetings Module. The configurations can be found via **Meetings Module > Setup Meetings**.

3.1 Meeting Types

As explained above, the Sentral Meetings Module comes with built-in Meeting Types. Within each Meeting Type you need to **Edit** to add Students to meeting and/or restrict access to executives only.

If you wish to add your own Meeting Type, please click on the **New Type** button, enter the Details and **Save**.

4 Appendix A: Summary Checklist

So, you've scanned the detailed document and are wondering what's next? This table gives you a road map in concise, easy to read steps of how to get your Meetings module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
Meeting Types	Review built-in Meeting Types and or add schools own meeting types	On an annual basis