Meetings User Guide

Contents

Meetings

Target Audience

- Teachers
- Administration Staff

Content

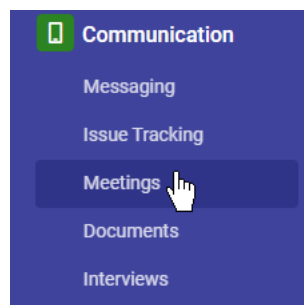Within this course staff will learn to:

- Add a New Meeting
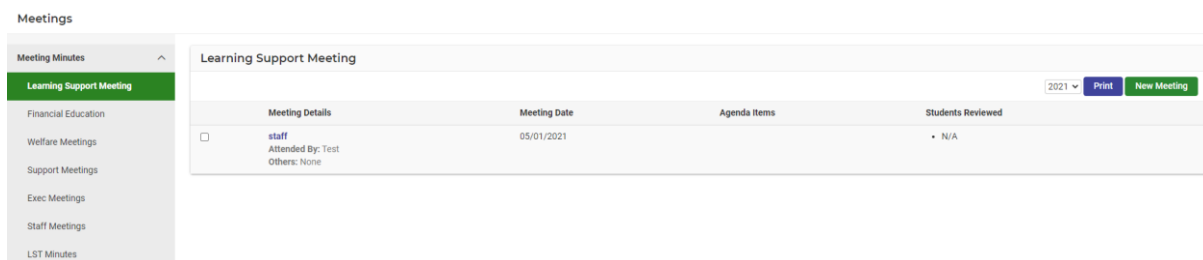- Edit Meeting
- Print Meeting

Overview

Staff will learn how to create a Meeting, add content to a meeting, Edit and Print a Meeting.
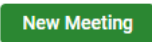
Add a Meeting

1. Select **Meetings** under the **Communication** group**.**

The **Meetings Home** screen displays.

Note: Sentral has pre-defined **Meeting Types** that are ready for use on the left-hand side.

2. Click on the **Meeting Minutes** type on the left-hand side of screen you wish to record Minutes for and click on the green **New Meeting** button which is located at the top right of the screen.

The following screen will display for you to enter the **Meetings Details**.

3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

Note: Attachments cannot be added to a Meeting until it is saved. You can then upload documentation.

4. Once you save the Meeting, you can then **Edit** [Edit] button and then Upload File [Upload File] button.

You will now be able to complete the agenda for the Meeting.

5. Click on **+ Add Item** [+ Add Item] button at the bottom right of the screen under the **Agenda** heading.

6. Begin entering the data for the item. **Agenda Item 1**, **Responsibility** and **Notes and Action**

7. Click the **+Add Item** [+ Add Item] button to add extra agenda items for you to continue using.

8. If any students need to be added to your meeting, you can add them with the **Add Student** at the bottom right of the screen.

Note: this will depend on the Meeting Type you select if students can be added.

9. When you have entered all your **Agenda items, Responsibilities** and **Notes and Actions**, you can save the meeting by clicking on **Save Meeting** [Save Meeting] button at the bottom right of the screen.

Upon successfully saving the **Meeting**, you will see a screen like the below.

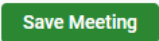| Staff Meetings			
			2021 ⌄ Print New Meeting
Meeting Details		**Meeting Date**	**Agenda Items**
☐	**Staff Development Day** **Attended By:** None **Others:** Staff Development Day	18/01/2021	• Staff Changes • First Aid Training

Editing Meetings

1. Click the **Meeting Type** and then click on the **Meeting Name** hyperlink you wish to edit.

Staff Meetings			
			2021 ⌄ Print New Meeting
Meeting Details		**Meeting Date**	**Agenda Items**
☐	**Staff Development Day** **Attended By:** None **Others:** Staff Development Day	18/01/2021	• Staff Changes • First Aid Training

The **Meetings Details** screen displays.

| Staff Meetings: Staff Development Day		✏ Edit 🗑 Delete
Meeting Overview		Monday, 18 January 2021
Attendees: All Staff **Groups Attended:** None **Others:** Staff Development Day	**Apologies:** None **Comments:** None	
Attachments		
Agenda		
#1	**Staff Changes** Welcome new staff	👤 Principal
#2	**First Aid Training** First Aid Training for all staff	👤 Principal

2. Towards the top right of the Meeting Details area, click on **Edit** [✏ Edit] button.

3. Make the applicable changes and click **Save Meeting** button [Save Meeting] bottom right-hand side of screen.

Printing Meeting Minutes

**1.** Click the **Meeting Type** you wish to print records for.
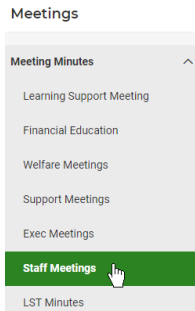
The Meetings for under the Meeting type will display.
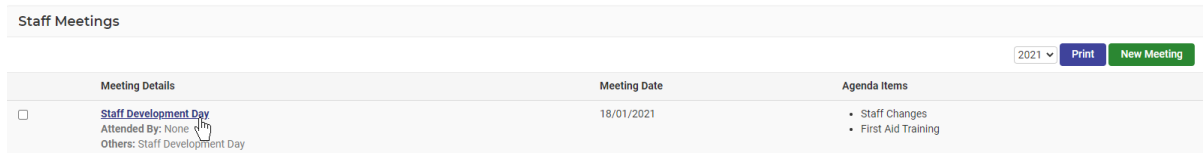
2. Select the **Meeting** by clicking the box next to its name and click **Print** button.

You will see the following screens appear. One which indicates the report is being generated and the second screen gives you the option to print or download the record in PDF format.
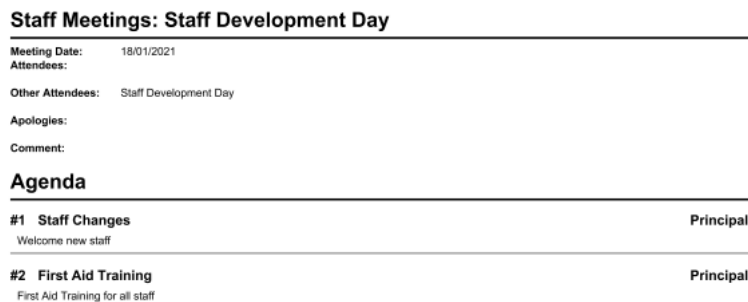
Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Meetings. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of Glossary of Terms.

Item	Description	Type
Attendees	list of attendees for the meeting	select from drop down

Groups Attended	list of groups of attendees	select from drop down
Apologies	list of attendees unable to attend	select from drop down
Others	list of other attendees not associated with the school	Text Field
Comments	Any additional Comments for the Meeting	Text Field
Agenda		
Agenda Item	List the Agenda Item	Text Field
Notes and Action	Notes and Actions for the Agenda Item	Text Field
Responsibility	Name of person responsible for the Agenda Item	Text Field
Date Field	the date of the meeting	Calendar entry
Add Student	the student in relation to the meeting	enter and select from drop down