Agenda Builder - Overview

https://discover.education.purdue.edu/agendas

Agenda Builder enables committees to collectively and dynamically create meeting agendas and manage meetings in the cloud. When a user creates a committee in Agenda Builder they become the initial owner of the committee. Committee owners can add members and meetings to a committee. Members can be assigned one of the following roles: Owner, Contributor, Viewer, Guest, and Inactive.   A committee can have multiple owners.

Once an owner creates a meeting in Agenda Builder, committee members can submit agenda items for a given meeting and the meeting's agenda is dynamically created. Members can see the agenda as it takes shape, adding/editing/removing agenda items as needed. Agenda Builder uses a WYSIWYG editor and owners have options for configuring the look and feel of an agenda. Committee owners can optionally configure a meeting agenda to be moderated, in which case agenda items/topics are initially only visible to owners and not visible to the entire committee until an owner approves each agenda item submitted by committee members. When new agenda items are submitted, Agenda Builder can notify committee members by email. Members can choose whether they want to receive email notifications for each of their committees.

Owners can submit agenda items on behalf of committee members. Owners can send meeting reminders with standard iCalendar (.ICS) invitations via Agenda Builder to select committee members.

Once agenda items or topics have been submitted, and an agenda is created, Agenda Builder can be used to display and conduct live meetings by projecting the agenda in "meeting view."

Notes: Members can use Agenda Builder to take private notes during meetings, or outside of meetings. Notes can be added/edited/removed, and sent via email to the committee member. **A search feature** allows quick access to agenda items, minutes, notes and action items, filtered by keywords and committees (see the magnifier glass icon).

Minutes: Meeting minutes for each agenda item/topic can be taken by a committee owner. As minutes are being created, they are not initially visible to committee members. An owner who is taking minutes can make the minutes visible to committee members either immediately or at a later time after editing. Once they become visible, committee members can review minutes

independently, or Agenda Builder can be used to display minutes in a meeting for committee discussion or approval.

An agenda can reflect members and guests who were invited to the meeting, as well as members and guests who attended the meeting.

Guests can be invited to select meetings. When a guest is invited to a meeting within a committee, the committee will appear in the guest's list of committees. However, a guest can only see the agenda for the specific meeting to which they have been invited, and cannot see other meeting agendas for the committee (assuming the guest is not also a member of the committee). Guests can add agenda items and view the agenda for the specific meeting(s) to which they have been invited. Guests cannot view the committee membership page.

Dashboard: Agenda Builder provides an at-a-glance "My Meetings" dashboard to users. This dashboard shows all meetings for all committees that are taking place during the current week. Meetings highlighted in green are meetings that are taking place today. Meetings highlighted in beige are meetings coming up later in the week. Meetings highlighted in grey have taken place in the past. The "My Meetings" dashboard can also be used to view previous or subsequent week's meetings, and the user can email meeting events to themselves, or add them directly to their calendar via an iCalendar invitation.

The "Committees" page displays all committees that the member is either a member of, or has been invited to as a guest. This page shows the number of members and the number of meetings managed within each committee.

Action items: Committee members can also create Action items. Action Items are created with an activity description, due dates, percentage complete and can be assigned to one or more committee members. Committee members who are assigned to the action items can add progress notes to their action items. Email notifications are generated to assigned members when an action item is created, modified or when a progress note is added.

Voting: Agenda Builder supports anonymous voting. A given agenda item can be flagged for voting and committee members can then vote Yes, No, Abstain. While voting is open, committee members can see the number of votes that have been cast thus far. When the voting closes (when the voting flag is unchecked in the agenda item settings) the results of the vote are shown to the committee within the agenda, near the bottom of agenda item.

Work Schedules: A team work-schedule can be created and updated by individual team members or committee owners. At a glance, a team can see

who is available for work, and who is out and unavailable. This feature is controlled via the "Edit Member" feature where there are several options for customizing a team schedule. Multiple team schedules can be displayed for at-a-glance reference.

Agenda Builder was created by Robert Evans in the Purdue University College of Education during the fall 2012 semester. The Education IT team maintains Agenda Builder and they can be contacted at: edit@purdue.edu