

Minute Keeper



Minute Keeper is a dedicated application for the management of Meeting Agendas and Minutes:

- Quickly generate meeting agendas
- Record minutes during meetings and validate before participants leave
- Customise to your organisation's meeting style
- Search, sort and filter items discussed at previous meetings by category, by participant, by content...
- Manage multiple meeting types in one application
- Manage multiple data files

The Minute Keeper Database allows you to:

- Enter Meeting and Agenda details.
- Enter the details of the meeting minutes as the meeting proceeds or after the meeting has concluded.
- Enter staff details and select them against the various personnel roles relating to meetings - Chair, Scribe, person bringing an agenda item.
- Manage multiple meeting types within the one application - eg: Executive meeting, section meeting, social club meeting etc.
- Categorise agenda items by a key word.
- Place headings within individual minutes such as Action, Motion, Amendments etc.
- Group related minutes.
- Manage items held over from previous meetings.
- Search, filter and sort minutes using multiple criteria.
- Print agenda, and lists of minutes by meeting, type, person or a search string.
- Manage section or organisation contact details.

Minute Keeper is considered suitable for such groups as:

Business:

- Management groups
- Administrative teams
- Owners and staff
- Marketers and sales people
- Development teams
- Business Associations
- Small business

Government:

- Management teams
- Administration units
- Project teams
- Educational bodies
- Teaching teams
- Health workers

Various Groups:

- Interest groups
- Church and community groups
- Sporting teams
- Charity organisations
- Theatre and music groups

Minute Keeper

"It's in the minutes..."

Versions:

Demonstration Version:

A demonstration version of Minute Keeper can be downloaded from the MAJOR Software and Text Publishing web site and can be used at no cost.

Single-User Licence:

With the purchase of a Single-User Licence for Minute Keeper, a Registration Code can be used to unlock all the features of the database application

Minutes

Meeting: Section Meeting - 12/02/2001. 9:00:00 AM

Select Meeting: Section Meeting

New Edit

- Those unable to attend
- Review of the previous meeting's minutes
- Budget projections for the year
- Staff requesting leave
- Professional Development Request
- Review of the marketing strategies

Item: []

Item Type: Prof Development

Brought By: Contact, OUR First

Issue: Professional Development Request

Outcome: Add: []

Two staff requested leave to attend relevant professional development. A supporting proposal was presented.

ACTION:

The professional development was tentatively agreed to by the team, pending closer review by the section head.

Held Over: Revisited: Abandoned:

Record: 14 of 6

Update Review Print New Save Help Close

Manage meeting agendas and minutes

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Review Minutes

Group: All

Meeting Type: All

Meeting: All

Item Type: All

View Held Over:

View Revisited:

View Abandoned:

Search String: []

Search Outcome: []

Sort By: Date Of Meeting

Items From: 09/01/2000 To: 09/03/2001

Reset Filters

Meeting	Minutes	Held Over	Revisited	Abandon
Section Meeting - 12/02/2001, 9:00:00 AM	Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	2. Review of the previous meeting's minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	3. Budget projections for the year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	Staff Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	4. Staff requesting leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	Prof Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	5. Professional Development Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	Apologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Meeting - 12/02/2001, 9:00:00 AM	1. Those unable to attend, and additional attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	4. Review of the expenditure procedures and obligations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	5. Review of the marketing strategies for the Social Club activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	4. Review of the expenditure procedures and obligations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	3. Review of the Budget Expenditure for the current financial year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Club Meeting - 02/02/2001, 11:30:00 AM	2. Review of the previous meeting's minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of Records: 23

Add Current Item To This Group Add Default Items Print Help Close

Search, sort and filter minutes

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Minute Keeper

Reports Menu

Click on the Print Option you require, then enter other appropriate details.

Print Options:

Agendas:

Notice of Meeting / Agenda

Agenda (lined)

Extended Agenda

Agenda Items by Type

Minutes:

Meeting Minutes

Minutes by Type

Minutes by Individual

Minutes by Search String

Meetings:

List of Meetings

Mailing Labels

Type in Starting Date: 17/07/00

Type in Ending Date: 17/07/01

Select Item Type: Budget

Help OK Close

Print meeting agendas and minutes

System Requirements:

This application was designed for use with Microsoft® Access 97 or later *. In order to run this application, you may need:

- a Pentium PC or better (with mouse),
- 16 MBytes of RAM or higher, depending on your Microsoft Access version.
- SuperVGA monitor running at 800 x 600 pixel resolution, 16 colours or better, and...
- at least 14 MBytes of free hard drive space (not including the space required for the Microsoft Office or Microsoft Access).

You need to:

- be running Microsoft® Windows® 95 or later,
- have a copy of Microsoft Access * currently loaded on the computer.

* NOTE: If you do not have a copy of Microsoft Access 97 or later, a 'stand-alone' version of Minute Keeper can be purchased from MAJOR Software and Text Publishing..

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