MyMeetingPro - iPad User Guide

My Meetings Screen

The opening screen for MMP is My Meetings. In this screen the user can add, delete or edit a meeting description. The meeting description is simply the title and date of a meeting. When the + button is pressed, a dialogue box appears enabling the user to add a meeting title and date. If DELETE is pressed the user can delete a meeting (with a two-step process). If the user presses the meeting line (title and date of an already added meeting) the line is highlighted and a dialogue box appears with a choice leading to the meeting process screens (Plan-Facilitate-Summarize-Distribute) or the Edit Meeting option allowing editing of the content (title or date). The app allows the user to go to the Facilitate Meeting screen only if the Plan Meeting step is completed by adding attendees and agenda items. Completed process steps are indicated by a check mark. Once the meeting has been completed (as indicated by the user sending an email from the Distribute Meeting screen) the user will not be able to return to the Plan Meeting or Facilitate Meeting screen for that meeting. The Plan Meeting screen cannot be reentered once a meeting has been STARTED in the Facilitate Meeting screen.

Plan Meeting Screen

After a meeting has been added in the My Meetings screen, the Plan Meeting screen is the first step in the process for a meeting. Initially, the Plan Meeting screen will contain the title and date for that meeting (automatically appearing for the chosen meeting). The user will enter the Meeting Objective in the space provided. The user will then add Attendees: Pressing the **+** button will initiate a dialogue box that gives the user a choice of adding an attendee by using the contact list or adding a new contact. Pressing EDIT will enable the user to delete an attendee in a two step process or reorder the attendee list. The user will then add Agenda Items: Pressing the + button will initiate the Add Agenda Item dialogue box that dynamically adds agenda items in sequence (number 1, followed by number 2, etc.) For each agenda item, the user enters title and time in the dialogue box and presses the Add button to add each item to the list. To add another item the user will press Add. When all items have been added the action is completed by pressing the Exit button – eliminating the dialogue box. At that point the agenda items will be seen in sequence of the agenda item number (lowest to highest). To edit an agenda item (Title or Time) for meeting, the user will select the item and press UPDATE. Pressing REORDER allows the user to reorder or delete items using a two-step process.

For Display Meeting Cost, the default setting is YES. If the user chooses YES and does not enter a number in the blank, the cost calculator uses the default National Average Annual Salary of $52,200 (along with the number of attendees) to calculate cost on the Facilitate Meeting screen. If a number is entered in the blank that number will be the Annual Average Salary (to be used along with the number of attendees) to calculate cost on the Facilitate Meeting screen. All calculations assume a 2000 hour work year.

The Record Entire Meeting setting allows the user to start the audio recording when the START meeting button is pushed on the Facilitate Meeting screen. The default setting for this is NO. Note the maximum allowable recording is approximately 30 minutes in length to ensure that the file is not too large to be emailed. When the recording reaches about 30 minutes, recording will be stopped and disabled for the rest of the meeting.

When EMAIL AGENDA is pressed an email field is created with the title and date of the meeting as the subject. Attendees are automatically added to the send field. The content in the text field will include the Meeting Title, Date, Attendees and Objective along with Agenda Items and Allotted Time. The user can add recipients or other pertinent information to the text field.

Pressing either CANCEL or SEND in the EMAIL AGENDA field will return the app to the Plan Meeting screen.

Pressing the FACILITATE MEETING button will move the app to the Facilitate Meeting screen for that meeting.

Pressing BACK will take the user to the My Meeting screen, saving all information entered.

Facilitate Meeting Screen

This screen is used for in-meeting facilitation: timing (with a progress bar), tracking agenda items, taking and recording notes. It is accessed directly from either the Plan Meeting screen or My Meetings screen for a particular meeting.

The starting point will show the first agenda item at the top in the banner. The Agenda NavBar bar will have numbers for each of the agenda items. Under the agenda bar a tick mark and next agenda item will appear corresponding to its number. The current agenda item number will be highlighted in green. Pressing the START button will initiate the meeting, starting the timer, progress bar, cost calculator (if selected for the meeting - if not selected for the meeting the cost counter will not show on the screen), and the audio recording (if selected for the entire meeting). When the START button is pressed, the BACK and My Meetings buttons disappear. As the meeting proceeds the PROGRESS bar moves proportionally with the total time of the meeting. When “on-time” the PROGRESS bar will be green. If “behind time” it will appear yellow. The cost calculator advances each second, based on the calculated cost of the meeting. When only two minutes remain for an agenda item, an audible warning will be heard. When the time is up for an agenda item, another alert will sound and the next number will be highlighted in green, its corresponding title is now shown at the top and the tick mark moves to the next agenda item number with the title of the next agenda item. The completed agenda item number changes to a grey background with a check mark next to the number. If the user wishes to continue discussing a topic or move to a later topic, the number corresponding to the desired item will be pushed by the user, this will change the agenda topic to the corresponding title at the top; the tick mark will move to the respective next agenda item title; the button pushed will turn yellow (if “behind time”); the agenda item number corresponding to the planned time will turn red; and the progress bar will turn yellow (if “behind time”). When the manually selected topic is completed, the user will push the next desired item number and if that was the planned item based on the elapsed time of the meeting, the number will appear green and the progress bar will also turn green – at this point changing of agenda items will again be done by the app unless manually entered by the user.

The audio RECORD button will flash if recording at any time and will toggle on and off for recording, based on pressing this button. (Note the maximum allowable recording is approximately 30 minutes in length ensuring that the file is not too large to be emailed.) When the recording reaches about 30 minutes, recording will be stopped and disabled for the rest of the meeting. Pressing the NOTES button will toggle the user between handwritten and keyboard input. Note that handwritten input is only enabled in landscape mode. The ERASER button will allow the user to erase handwritten notes. Text can be dynamically added (at the end) by either continuing to type or scrolling with fingers.

Notes are collected corresponding to agenda items. The notes area screen will refresh with a new agenda item being discussed, saving the previously entered notes from the previous agenda item.

If the iPad is connected to a Projector or Monitor through a VGA or Digital AV Adapter, the Facilitate Meeting screen can be viewed by all participants. This screen can be viewed both on the iPad and an external video device by pressing the VIDEO (Projector icon) button. iPad2 users can ignore use of the button with built -in video mirror. When using this option (icon flashes), handwriting quality is reduced (except for iPad2 users). For higher quality handwriting, deselect this option - to show the screen on the iPad only.

If the END button is pushed the app is forwarded to the Summarize Meeting screen. The user can return to the Facilitate Meeting screen by pressing BACK but will need to press START to restart where the meeting was paused.

If the allotted time for the meeting is reached, an audible alert will sound and the PROGRESS bar will turn yellow but the Facilitate Meeting screen will remain active until the END button is pressed. This will allow the user to enter notes for agenda items being discussed at the close of the meeting.

If the MENU button is pressed during use of the Facilitate Meeting screen, the meeting will be paused at that point. Re-entering the app again will restart the “paused” meeting.

Summarize Meeting Screen

The Summarize Meeting screen is entered from My Meetings for a particular meeting or it is accessed directly from either the Facilitate Meeting screen when a meeting is ENDed or from the My Meetings screen. In this screen the title and date of the meeting appear at the top, followed by the objective of the meeting. The user enters a rating of 1-5 for achievement of the objective by pressing the corresponding number.

The user can add notes or audio recordings in a similar manner as in the Facilitate Meeting screen. The notes added here will be listed under Summary in the completed notes.

If the iPad is connected to a Projector or Monitor through a VGA or Digital AV Adapter, the Facilitate Meeting screen can be viewed by all participants. This screen can be viewed both on the iPad and an external video device by pressing the VIDEO (Projector icon) button. iPad2 users can ignore use of the button with built -in video mirror. When using this option (icon flashes), handwriting quality is reduced (except for iPad2 users). For higher quality handwriting, deselect this option - to show the screen on the iPad only.

When the user presses DISTRIBUTE, the Distribute Meeting screen appears.

The user can return to the Summarize Meeting screen from the My Meetings screen in order to add or edit notes to the summary for a particular meeting.

Distribute Meeting Screen

When the Summarize Meeting screen has been completed as signified by the user pressing DISTRIBUTE, the Distribute Meeting screen is entered. It is accessed directly from either the Distribute Meeting screen or the My Meetings screen for a particular meeting. In this screen, the title and date of the meeting appear at the top.

The user is presented the choices through check marks to include: audio recording, handwritten notes, photos or typed notes. Defaults are NO for any source used during the meeting. The user can add photos from other users separately obtained or transferred from other users using apps such as Bump or Photo Transfer App. iPad2 users can add photos collected during the meeting by using multitasking capability.

After choosing the types of notes to distribute, the user presses the EMAIL button and is presented with an email screen that includes the following:

To field: completed with attendees for the meeting
Subject: Title and date of meeting – Proceedings Attached
Text: Objective, Meeting Rating

The text and addressees can be dynamically edited as in any email.

Attachments (as selected in the Distribute Meeting screen):

PDF file named with either name and date (month_date_year) followed by T (for typed) or HW (for handwritten)
for example: Staff Meeting 6_3_11T.pdf (for typed) or Staff Meeting 6_3_11HW (for handwritten)
Notes files include notes as follows:
“AGENDA item #1 – Title” with corresponding notes
“AGENDA item #2 – Title” with corresponding notes
“AGENDA item #3 – Title” with corresponding notes
“AGENDA item #4 – Title” with corresponding notes
etc, up to the total number of items in the meeting
“Summary” with corresponding notes

Photo Files

Audio Recordings

When the email is sent, the app returns to the My Meetings screen.