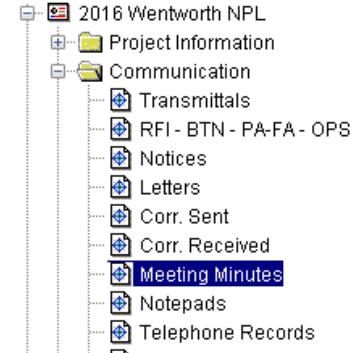
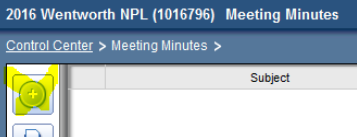
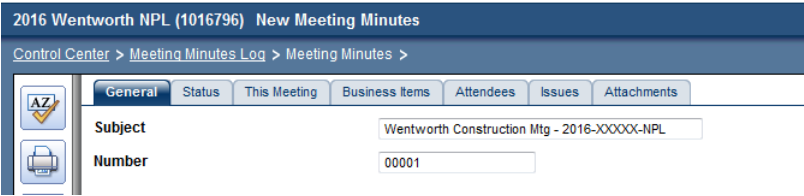
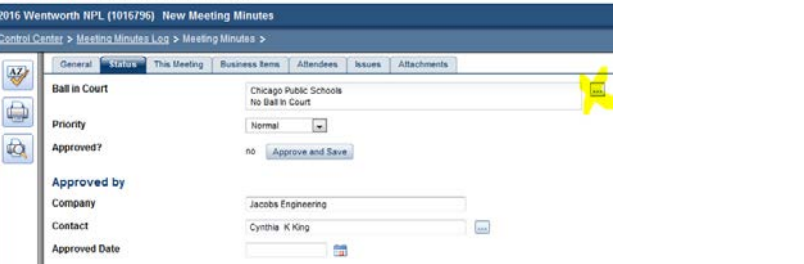

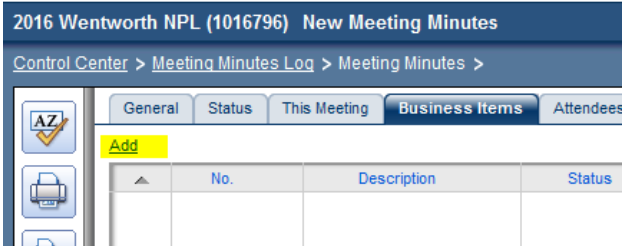
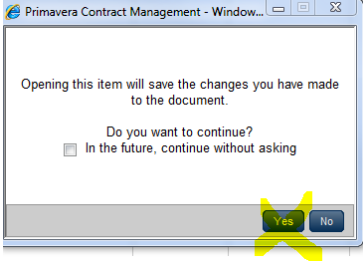
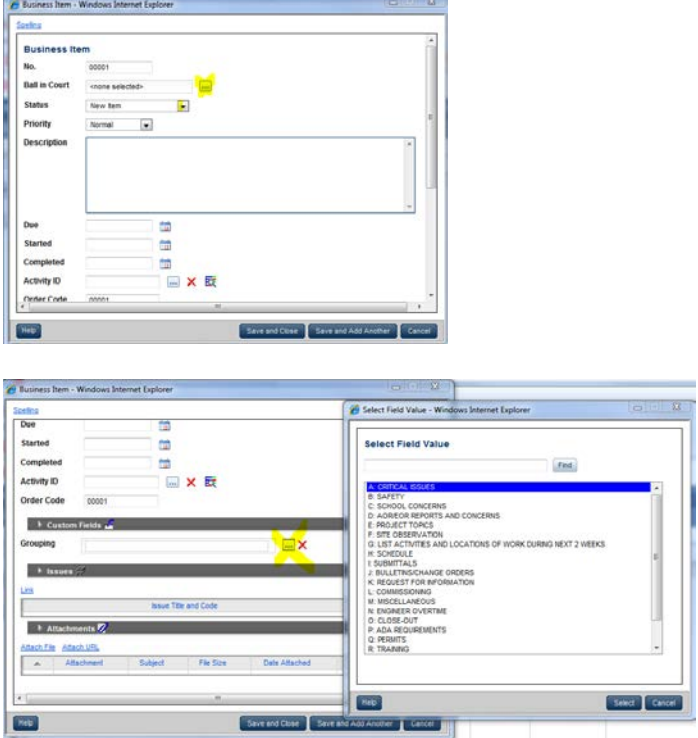
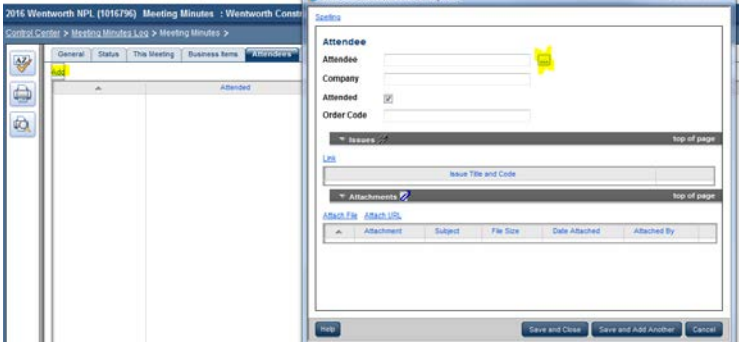


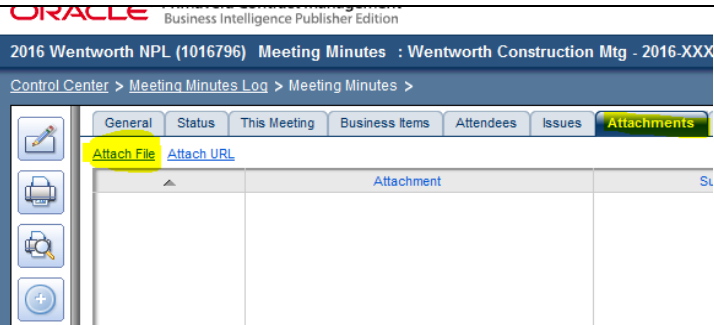
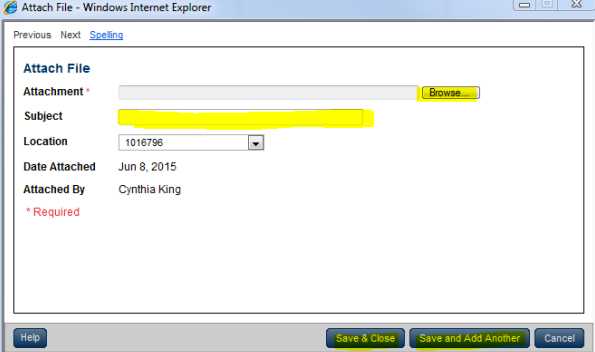
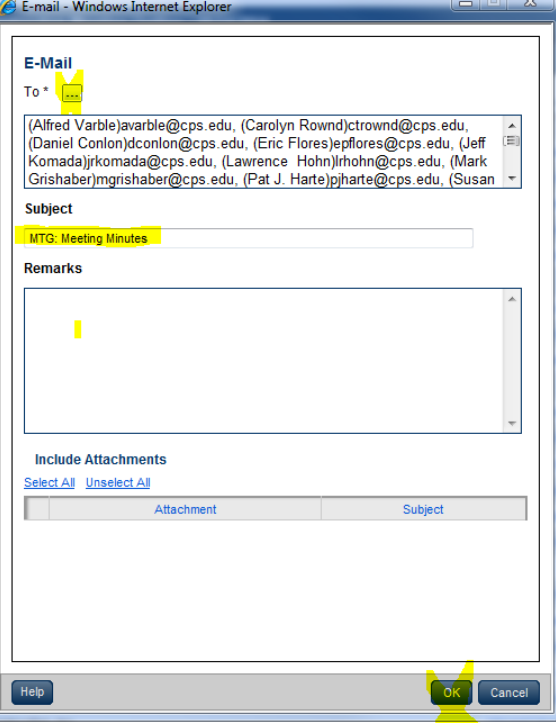
Meeting Minutes User Manual

<p>1) In order to create a Meeting Minutes document, the PM (Project Manager) should browse to the Communication folder and click on Meeting Minutes</p>	
<p>2) Click on Add Document</p>	
<p>3) Input a title within the Subject under the General tab – Example: Wentworth Construction Meeting – 2016-XXXXX-NPL</p>	
<p>4) Browse to the “Status” tab and input the Ball in Court selection. If not applicable, please select No Ball in Court located under the CPS contact list.</p>	
<p>5) Click on “This Meeting” tab and input your Meeting Date, Time, and Location. The PM should be the Coordinator and the Contract should be the General Contract or AOR Contract (if in Design). If not available leave it blank.</p>	

Meeting Minutes User Manual

<p>6) Browse to the “Business Items” tab and click on Add</p>	
<p>7) The following will populate – click Yes. If you wish, click on the box “In the future, continue without asking”</p>	
<p>8) Fill all the applicable fields, scrolling down to complete the Business item. Under the Custom Fields, you should click on the Grouping box and Select Field Value.</p>	
<p>9) Browse to the “Attendees” tab and click Add. Click on the Attendee box 10) Select Contact, Save and Close or Save and Add Another.</p>	

Meeting Minutes User Manual

<p>11) Browse to the “Attachments” tab and click on “Attach File”</p>	
<p>12) Click on Browse and select your document, input a description title within the Subject, then “Save & Close” or “Save and Add Another”</p>	
<p>13) Upon completion, Select an action and click on “Email Form” – All your attendees should already be within the “To” – if you wish to add more, click in the “To” box and select your other contacts. 14) Add the Project name in the Subject, and any Remarks. Include Attachment(s) if applicable, then click OK.</p>	

Meeting Minutes User Manual

15) If you need to print off your document, click on the Print Preview and your document will generate to save, print or email.

Chicago Public Schools | CPS
Capital Improvement Program

Taft High School

Meeting Minutes

Location: Taft High School Project Name: 2014 Taft MCR
 Meeting Date: 08/14/2014 Project No.: 2014-46311-MCR
 Meeting Time: 10:00AM AOR: Doyle & Associates
 Meeting Number: 00028

ATTENDEES				
NAME	COMPANY NAME	CELL	OFFICE	EMAIL
N Jason Hernandez	Alderman Mary O'Connor Office			
N Mary O'Connor	Alderman Mary O'Connor Office			
N Alfred Varble	Cannon Design	312-735-0437	773-553-3062	avarble@cps.edu
N Carolyn Rowand	Chicago Public Schools			crowand@cps.edu
N Daniel Conlon	Chicago Public Schools			dconlon@cps.edu
N Eric Flores	Chicago Public Schools			eflores@cps.edu
N Jeff Konrada	Chicago Public Schools			jkonrada@cps.edu
Y Lawrence Hohn	Chicago Public Schools			lhoehn@cps.edu
N Mark Grishaber	Chicago Public Schools		773-534-1000	mgrishaber@cps.edu
N Pat J. Harle	Chicago Public Schools			pjharle@cps.edu
N Susan Gross	Chicago Public Schools			smgross@cps.edu
N Vic Sassinio	Chicago Public Schools			vsassinio@cps.edu
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Y James Cooper	Doyle & Associates	312-622-5520		jcooper@doylearchitects.com
N Michael V Navarrete	GSO Consultants, Inc	312-733-6262		mnavarrete@gso-consultants.com