

Technical Documentation

Reference : Plugin – Live Meeting

Version : V1.0

Plug-in Live Meeting

Introduction

The objective of this document is to explain how to use the plug-in "Live Meeting".

With this plug-in you can manage meetings in an agile way:

- ⇒ Quickly manage minutes of meetings
- ⇒ Automatically share time between all attendants
- ⇒ Dynamically measure speech time for each attendants
- ⇒ Easily write minutes while attendants are speaking
- ⇒ Easily manage Actions / Decisions / Questions while writing minutes
- ⇒ Additionally, if you also have the Kanban plug-in, you can easily manage tickets and activities through Kanban boards while writing minutes

Global structure of the plug-in

When the plug-in is installed, you get a new button in the meeting form :

Start meeting

If you click on this button, you'll get to the Minutes management screen:

The screenshot shows the ProjeQtOr meeting interface. At the top, there are three user avatars with timers: 'web developer' (00:20:00), 'multi developer' (00:20:00), and 'project manager' (00:20:00). Below them is a rich text editor toolbar. The main content area is empty. At the bottom, there are three panels: 'Action', 'Decision', and 'Question'. Each panel contains a table with columns for 'element', 'name', and 'status'.


element	name	status
Action #1	Build a new environment for testing purpose	recorded

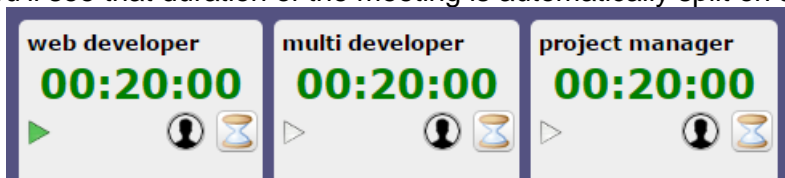
element	name	status
Decision #1	Go for deployment	recorded

element	name	status
Question #1	Who will be first deployed users ?	recorded

Management of Meetings

Start the meeting

Click the button  in the meeting form to open the Minutes management screen. You'll see that duration of the meeting is automatically split on all attendants.



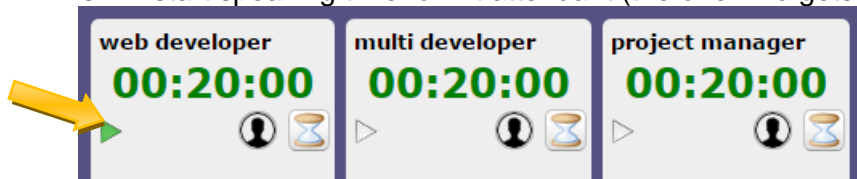
To start the meeting, you can click on the tab of any attendant.

He will be considered as speaker until you click on another attendant tab, and speaking time will automatically decrease.

You can also start the meeting with the start button  in the right side of the screen :

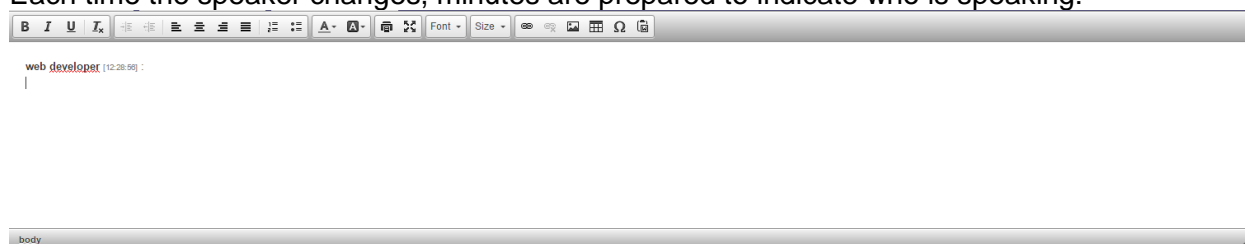


This will start speaking time for first attendant (the one who gets the green arrow).



Write minutes

Each time the speaker changes, minutes are prepared to indicate who is speaking:



Cursor is automatically placed in order to ease your writing of the minutes while speaker is talking.

Save the minutes

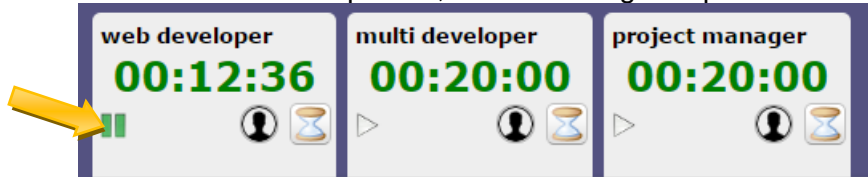
Minutes are automatically saved every minute, but you can also force saving by clicking on the save button. [CTRL]+[S] also works to save the minutes.



When you end the meeting, leaving the Minutes screen, minutes are also automatically saved. Note that only last save action is stored in the history of changes for the meeting, not every save action.

Pause

Click on the tab of the speaker, who has the green pause button, to suspend time decrease :



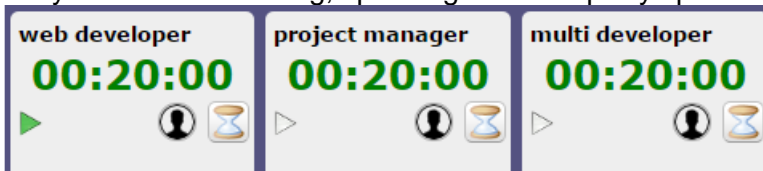
You can also click on the pause button on the right side of the screen:




You then can restart the meeting the same way you started it at first time.

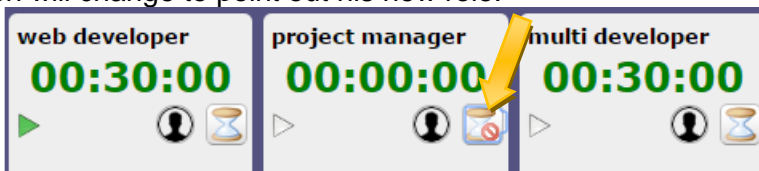
Change roles in the meeting / share time

When you start the meeting, speaking time is equally split amongst all attendees




But sometimes some of the attendees are simple auditors and won't speak.

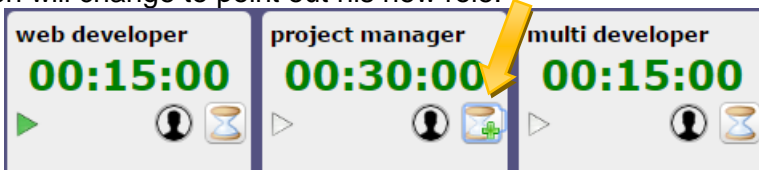
Just click on the hourglass  to set the attendee as non speaking (simple auditor). Icon will change to point out his new role.



Maybe the Presenter or Organizer of the meeting may require additional time to speak.

Just click twice on the hourglass  to set the attendee as Organizer. He will then get double speaking time.


Icon will change to point out his new role.



Note than only one attendee can be set as Organizer. So once one is selected, clicking on the hourglass button for others will only switch beetwen normal and simple auditor modes. To set another attendee as Organizer, you need first to set current Organizer as normal attendee by clicking once again on the hourglass button.

Back to the meeting form

To get back to the meeting form, you just need to end current Minutes input.

This can be done by clicking the stop button  on the right part :



or the exit button  just above.

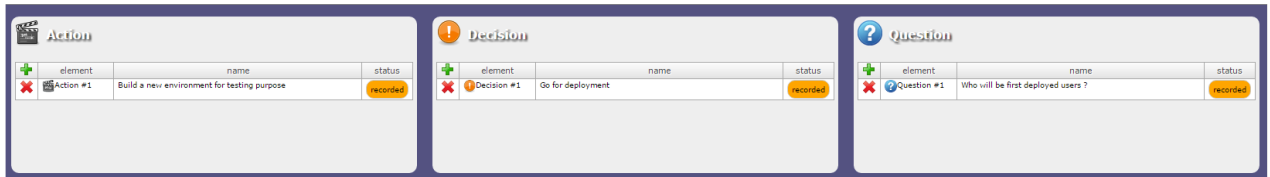


Both buttons have exactly the same effect.

When you leave this screen, minutes are saved and time used by every attendee is also saved, so that if you get back to the Minutes screen, you can possibly continue the meeting.

Access Actions / Decisions / Questions

On the below part of the screen, you have direct access to linked Actions, Decisions and Questions.

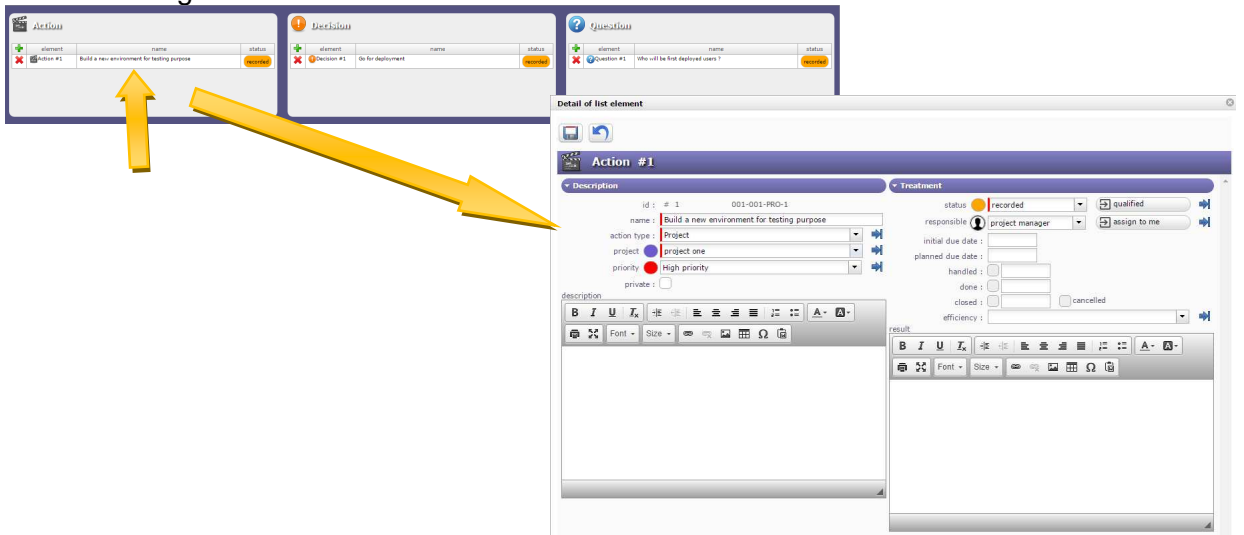


Each list acts like the standard "linked element" present on almost every item screen.

You can then list an item to add it to the list of linked elements, but also create new item to be added in the list, exactly like on Linked Elements feature.

All items linked through this feature will appear in the linked elements of the meeting.

But there is one slight difference with linked elements feature : when you click on the name of one item, you are not redirected to it. It just opens in a pop-up form, so that you can update it without having to leave the Minutes screen.

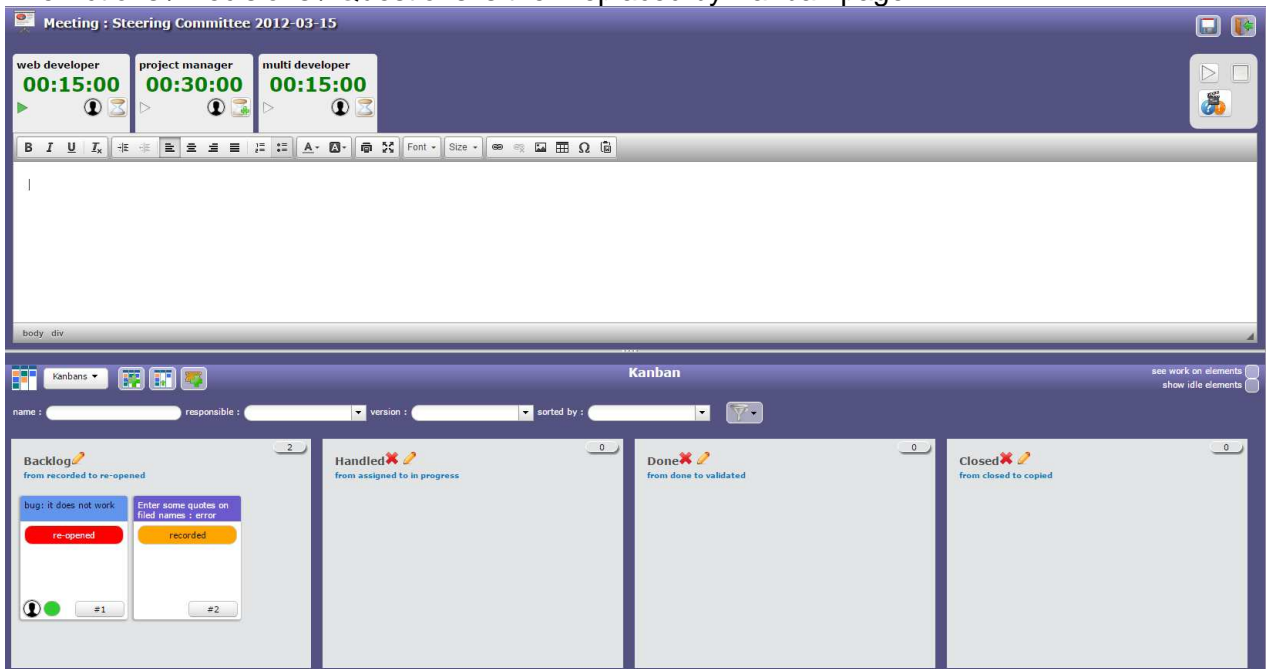


Access Kanban boards

If Kanban plug-in is also installed on your ProjeQtOr instance, you'll have the ability to replace the bottom section, by default showing Actions / Decisions / Questions, with the Kanban boards. Click on the Kanban icon in the top right control panel:



The Actions / Decisions / Questions is then replaced by Kanban page :



The Kanban boards react exactly like on standard Kanban page. Refer to Kanban User Manual for more information.

You can then get back to standard Actions / Decisions / Questions panel by clicking on the corresponding icon in the top right control panel:

