Meeting Management Manual-Recurring Meetings

VERSION 1.9

This manual was last updated in April, 2026. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call 672-333-3311.

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

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About the Occupational Health and Safety (OHS) Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all healthcare Joint Occupational Health & Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout B.C.

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to see JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also access meeting management systems with dashboards with schedules, meetings, minutes, resources, and reports from committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and Doctors of BC.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in health care in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, training, and enhance the culture of safety in all health care workplaces in B.C. Learn more at switchbc.ca

Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

1. Managing your JOHSC Recurring Meeting

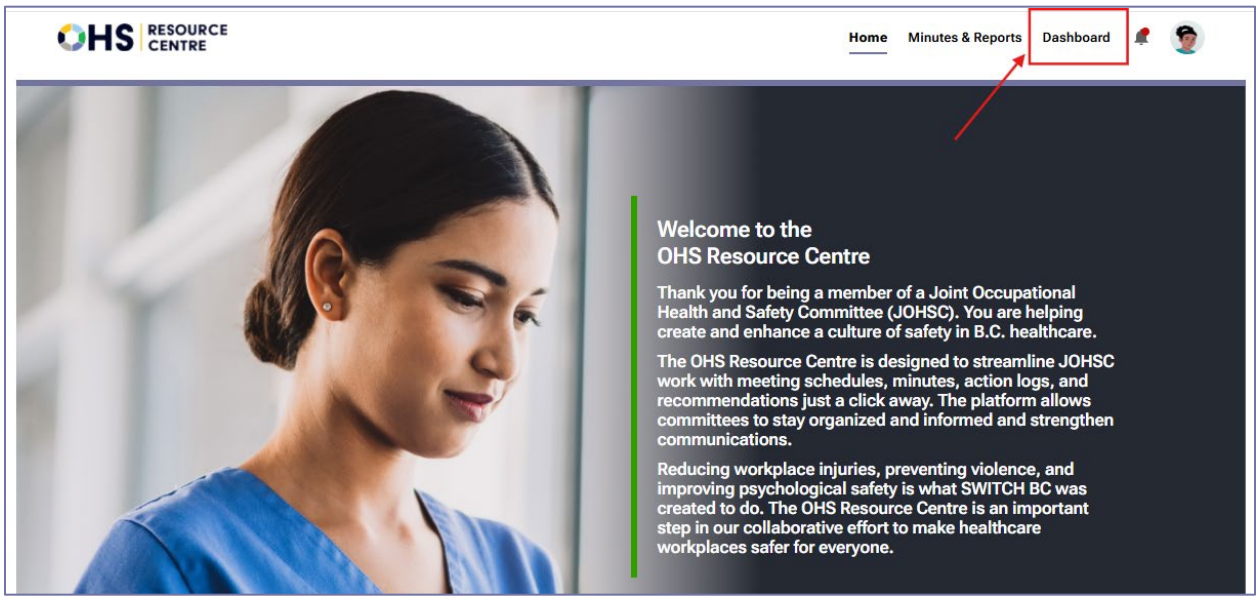
1.1 Create the Structure of your JOHSC Recurring Meetings

Applies to:

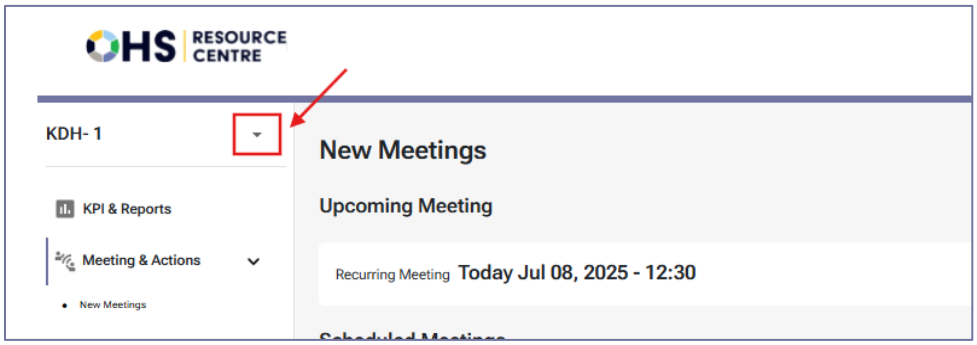
- Committee Co-Chairs (a worker and an employer)
- Admin Assistants

1.1.1. Sign-in with your Co-Chair or Admin Assistant account
   - Following the instructions in the manual 'OHS Resource Centre User Management Manual'.

1.1.2. On the header of the page, click on the 'Dashboard' tab.



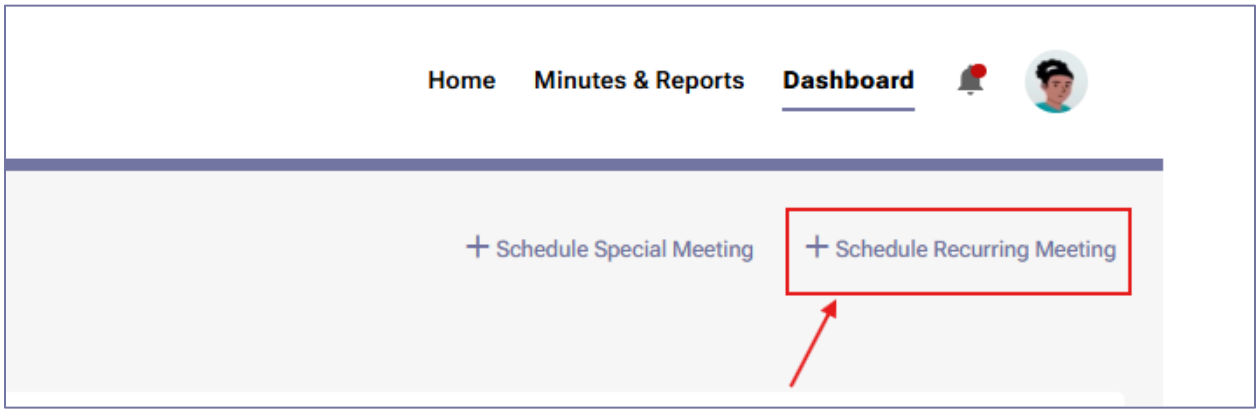
1.1.3. From the drop-down options, select the committee you belong to.



1.1.4. Click on 'Meeting & Actions' and then click on 'New Meetings' page, where you can schedule either a 'Special Meeting' or a 'Recurring Meeting'.

Note

- The quorum requirement needs to be set up before a meeting is started. Setting a quorum requirement is done under the 'Committee Roster' tab.
- If the quorum structure is updated after a meeting has been adjourned, the changes will be applied and reflected on the **Edit Minutes** screen before the minutes are published. These updates will also apply to any previous meetings with unpublished minutes.
- Once the 'Start Meeting' button has been clicked, the system will automatically calculate whether the quorum has been met or not.



1.1.5. Select '+Schedule Recurring Meeting'. You will then be taken to a form that will allow you to schedule the recurring meeting. In the 'Meeting Location' box, add your meeting location.

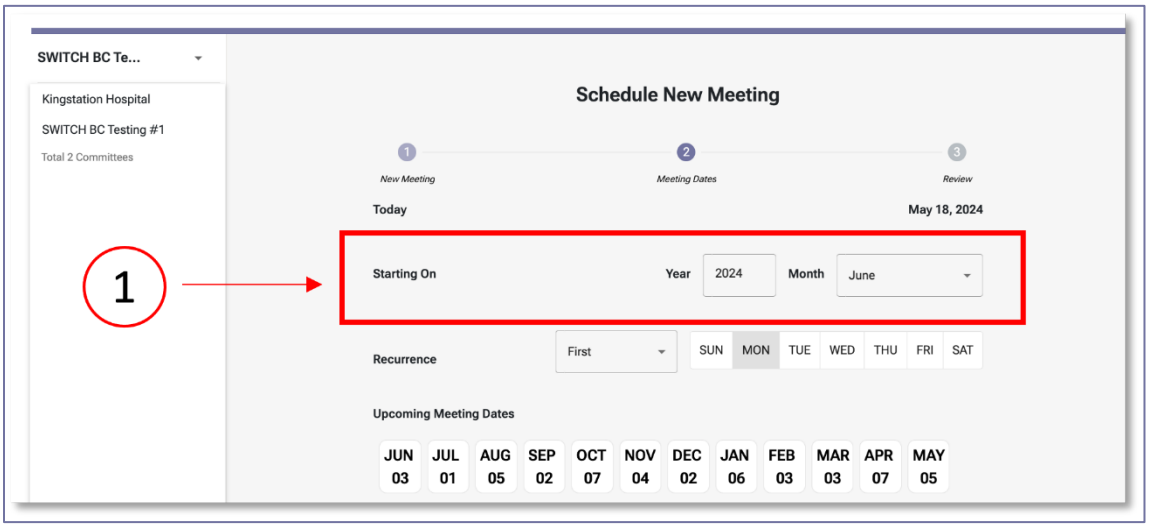
1.1.6. In the 'Dial-in Options' box, copy and paste your virtual meeting invite link or dial-in options. Remember to leave contact details in case an attendee experiences difficulties in attending the meeting.

1.1.7. Once you have added the meeting location and dial-in options, select the 'Next' button under the 'Dial-in Options' box.

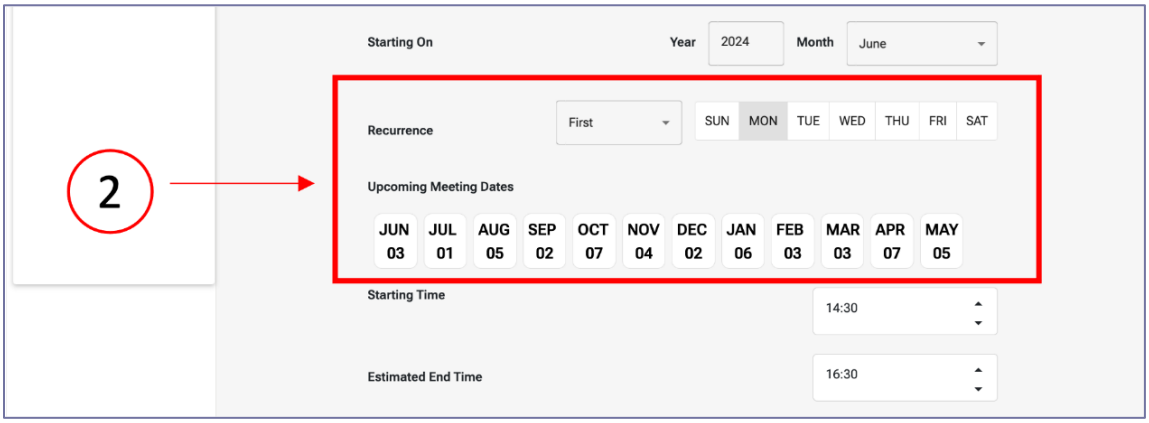
1.1.8. The next page is where you will set up the recurring meeting. To specify when the meetings will occur, select the month and year from the 'Starting On' drop-down menu (see screenshot number 1)

Note

- You can only schedule the meeting to occur at a future date from the drop-down menu.

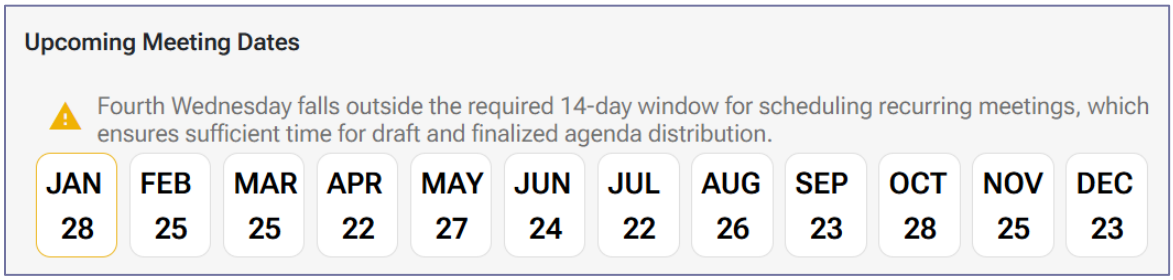


1.1.9. Next, select the 'Recurrence' option (screenshot number 2) and choose the day required. To do this, use the drop-down list to select either the 'First, Second, Third, Fourth or Last' recurrence, followed by the chosen days of the week. Underneath the 'Recurrence' drop-down list, you will find all the subsequent meeting dates listed for your schedule.

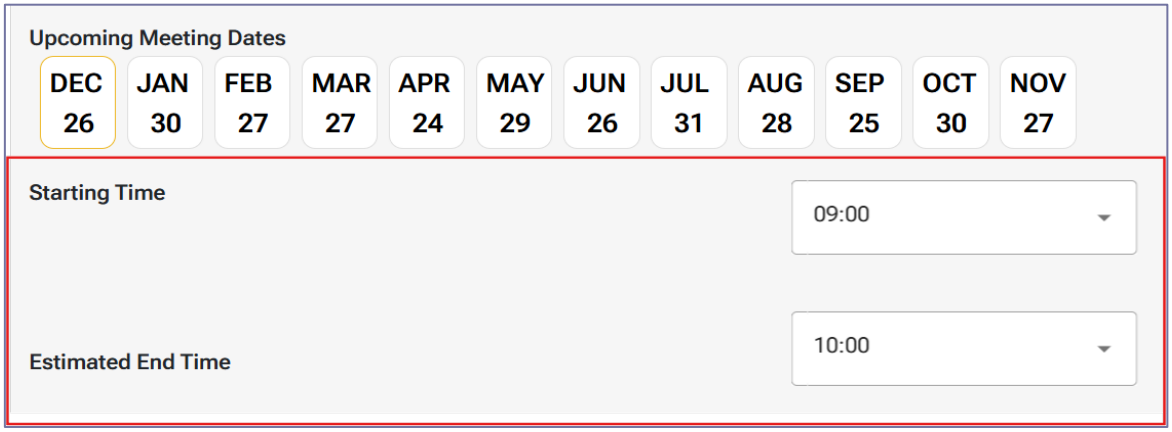


Note

- 'Fourth' and 'Last' options in the recurrence list are the same for months that do not have a fifth week
- Some options for months and weeks may not be available depending on the week of the month you are scheduling. If you select an unavailable option, a warning message will appear above the dates, and the unavailable date will be highlighted. The system requires a minimum of 14 days between the scheduling date and the recurring meeting date.

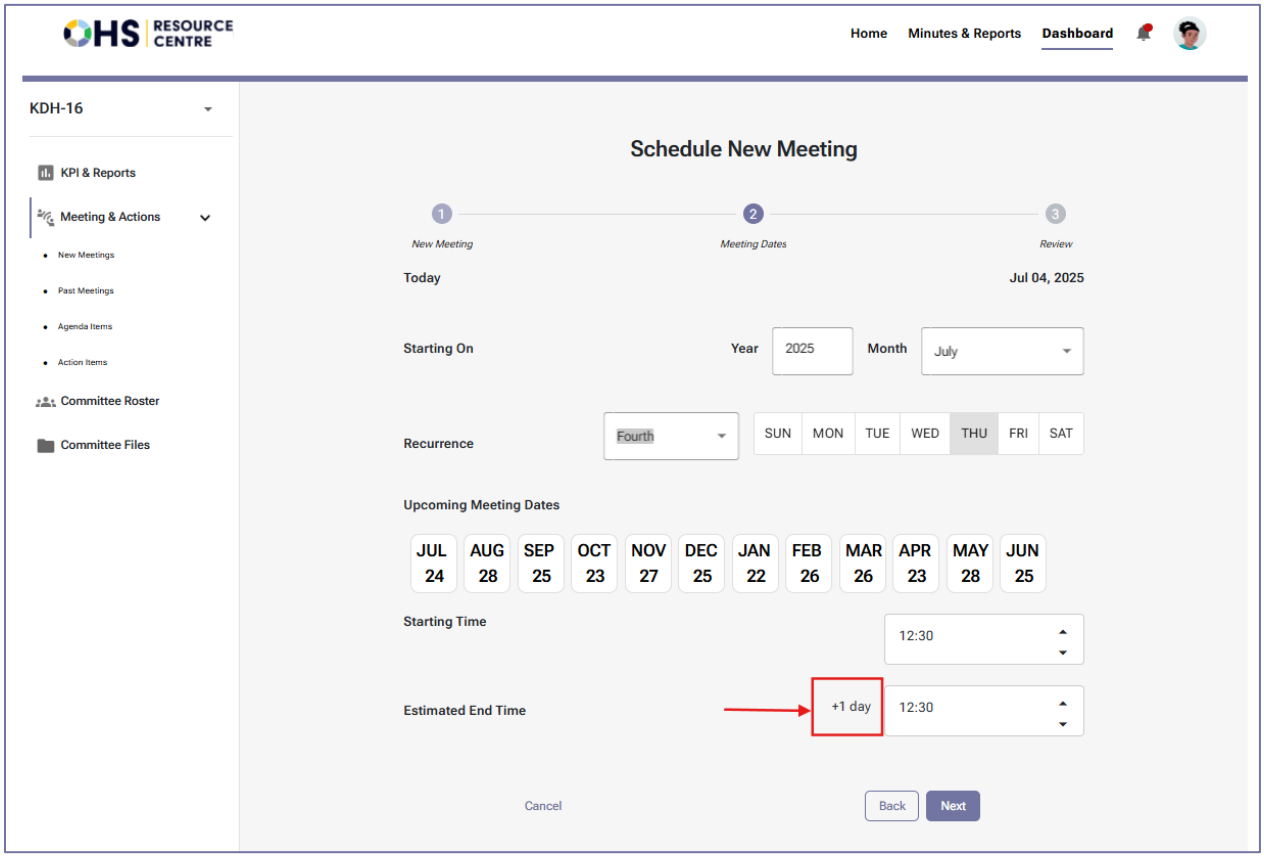


1.1.10 Set the start and end times of the meeting (screenshot below). Do this by selecting the times from the 'Starting Time' and 'Estimated End Time' drop-down options:



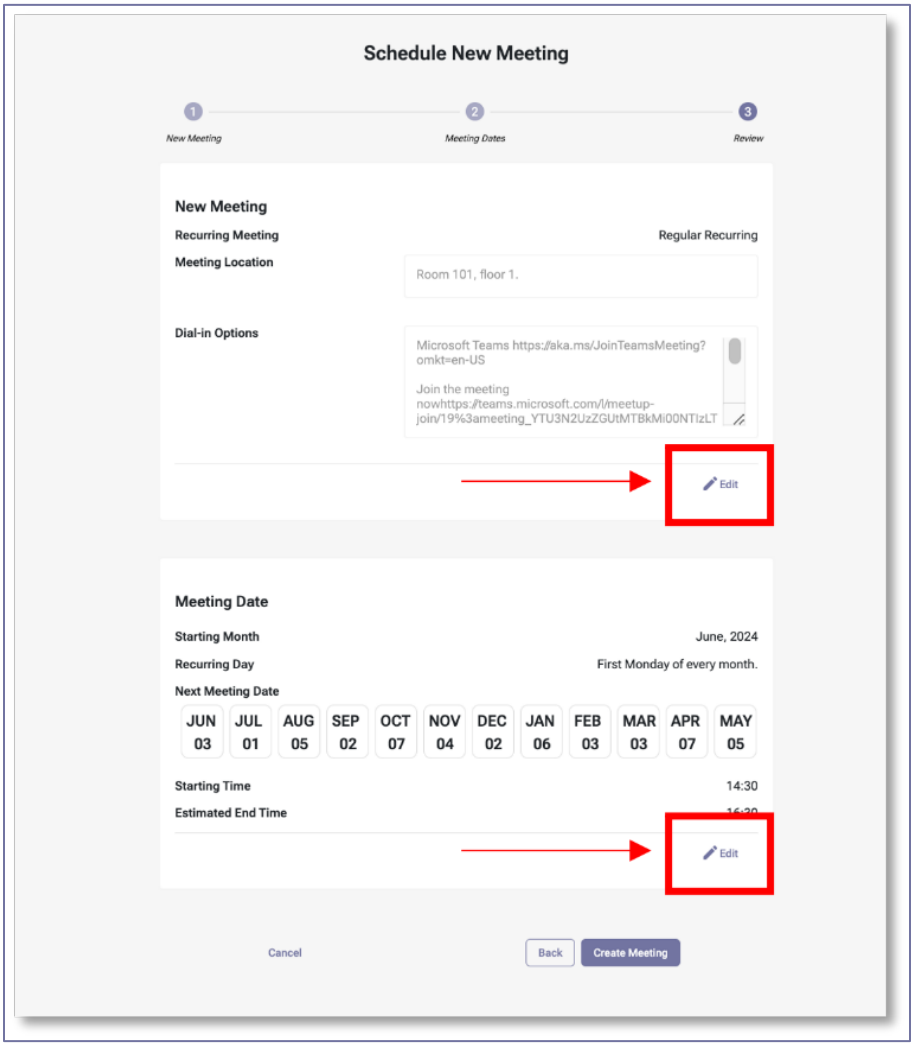
Note

- If your estimated end time extends to the next day, the system will display a +1 next to the 'Estimated End Time' field, as shown in the screenshot below.



1.1.11 Once you have inputted the schedule details, select ‘Next’. You will then be directed to a review page to confirm your meeting details.

1.1.12 If you need to adjust any of the meeting details, select the relevant ‘Edit’ option. This will take you back to the specific form on the previous page, allowing you to make changes.



1.1.13 If all details are correct, click the ‘Create Meeting’ button to finalize the scheduling.

Note

- Recipients will receive an invitation as an iCalendar file (ICS) when the draft and finalized agenda is sent. ICS files are commonly used for email invitations; when opened, the event details will automatically display, allowing recipients to add the event to their calendar.

1.2 Committee Quorum/Representation Structure Setup and Verification

Applies to:

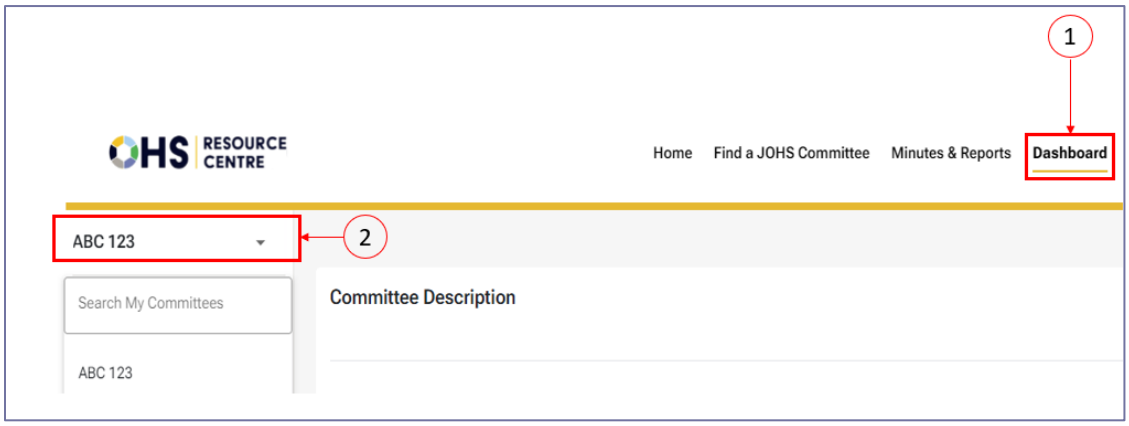
- Employer Practitioner
- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker rep and an employer rep)

Note

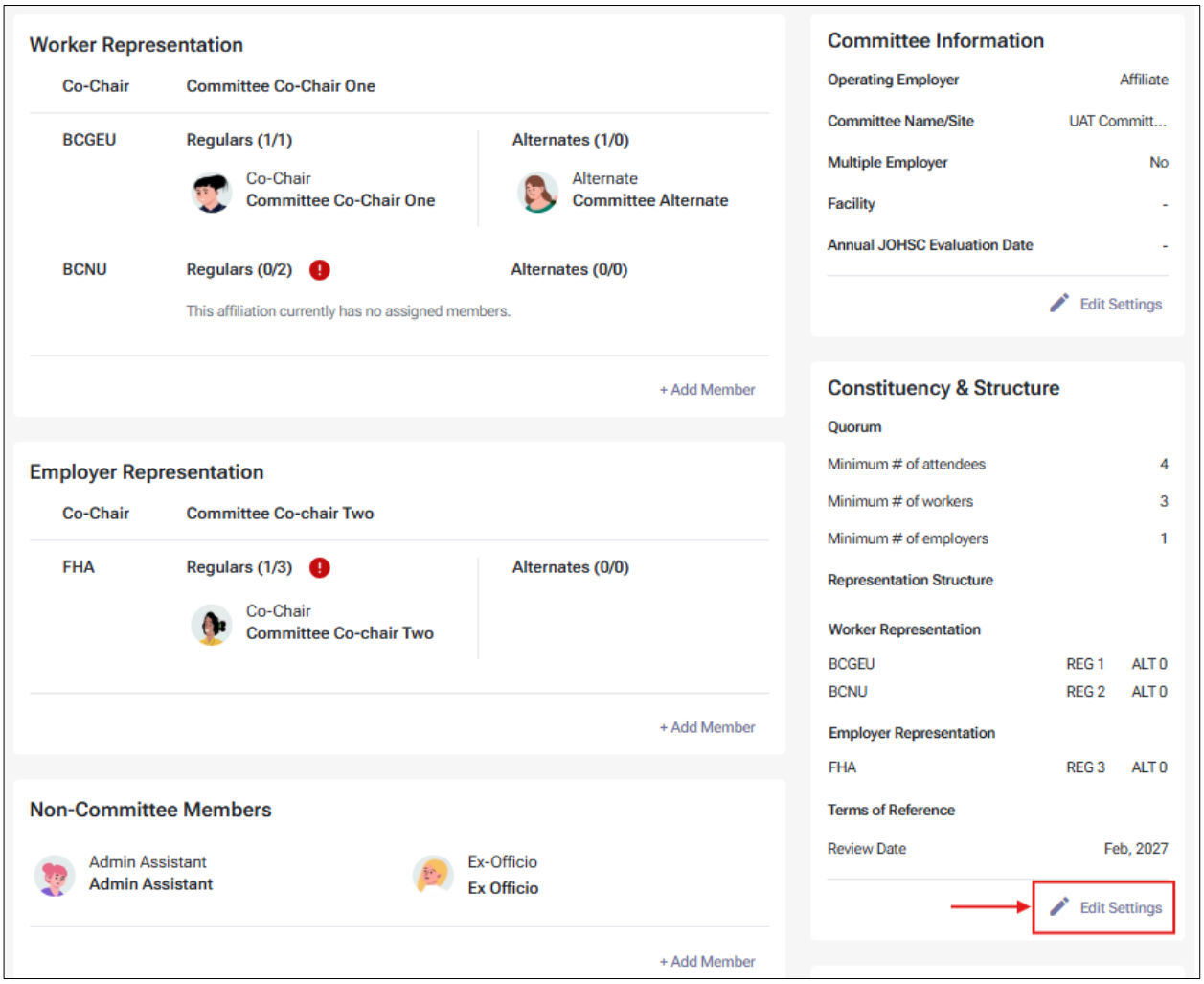
- It is important that the quorum structure is complete before creating or starting the recurring meeting, as an incomplete structure may affect the accuracy of reporting metrics.
- The representation structure cannot be empty before adding members to the committee because the “Affiliation/Employer” field will be blocked in the ‘Add Member’ screen, and you will not be able to complete the add a member process.

1.2.1 Click the 'Dashboard' tab in the page header.

1.2.2 From the drop-down options, select the committee for which you wish to set up the quorum by clicking on the committee's name and the 'Committee Roster' link.



1.2.3 Click ‘Edit Settings’ under the ‘Constituency & Structure’ section.

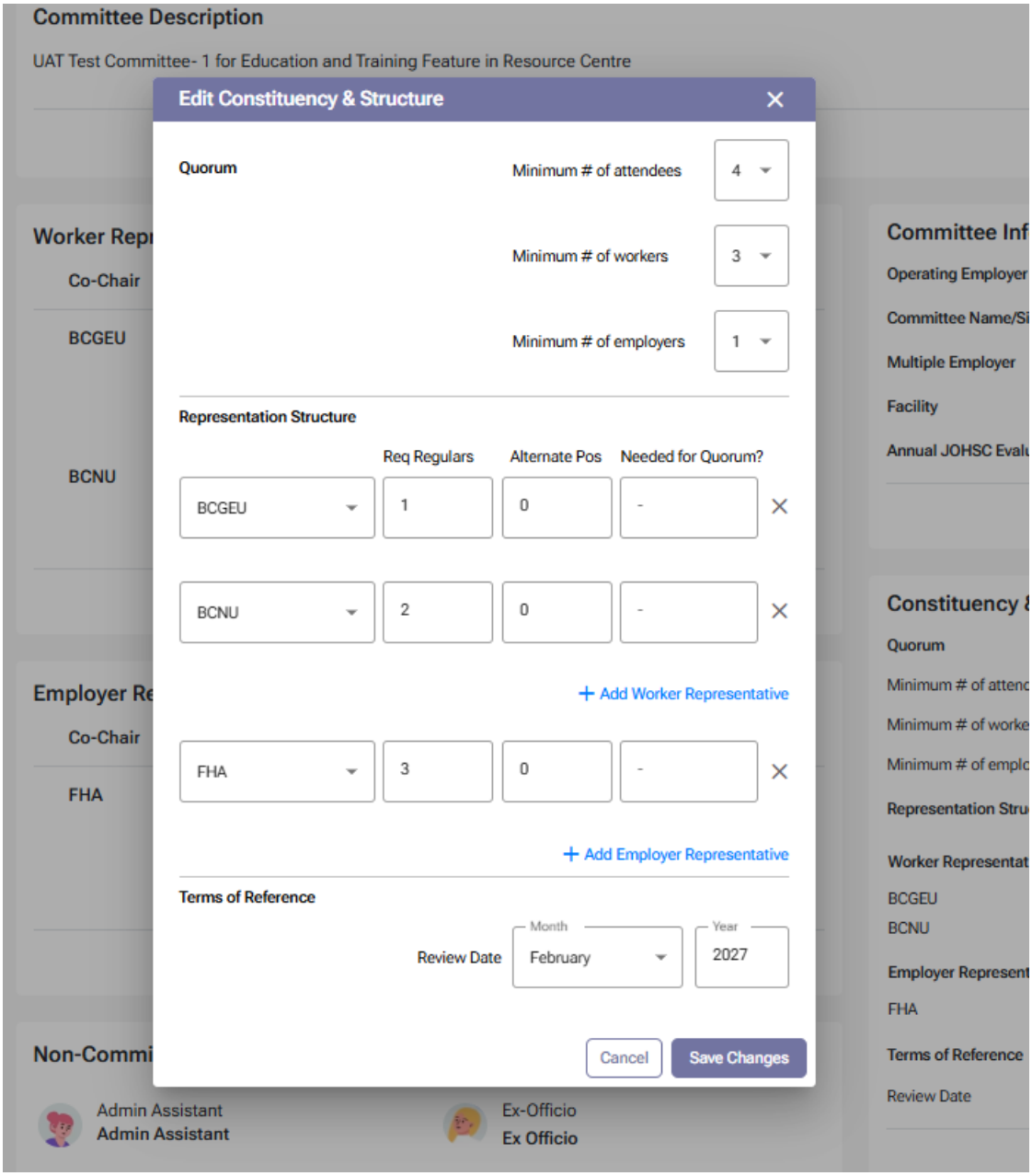


1.2.4 Edit the quorum information as needed in the Edit Constituency & Structure pop-up box.

1.2.5 Click the '+ Add Worker Representation' or '+ Add Employer Representation' links to update the representation structure accordingly.

Note

- The quorum structure must align with the committee's Terms of Reference (TOR).
- The "Alternate Positions" field is optional and should be used when there is a requirement for a defined number of alternate positions for a particular affiliation. If a value is entered into this field, any vacancies will be reflected in the JOHSC KPIs.
- The "Needed for Quorum?" field is also optional. It allows committees to define quorum more precisely by indicating whether certain worker or employer representatives must be present — for example, a specific union representative.


Committee Description
UAT Test Committee- 1 for Education and Training Feature in Resource Centre
Edit Constituency & Structure
Quorum
Minimum # of attendees
4
Minimum # of workers
3
Minimum # of employers
1
Representation Structure
Req Regulars
Alternate Pos
Needed for Quorum?
BCGEU
1
0
-
BCNU
2
0
-
+ Add Worker Representative
FHA
3
0
-
+ Add Employer Representative
Terms of Reference
Review Date
Month
February
Year
2027
Cancel
Save Changes
Worker Repr
Co-Chair
BCGEU
BCNU
Employer Re
Co-Chair
FHA
Non-Commi
Admin Assistant
Admin Assistant
Ex-Officio
Ex Officio
Committee Inf
Operating Employer
Committee Name/Si
Multiple Employer
Facility
Annual JOHSC Evalu
Constituency &
Quorum
Minimum # of attenc
Minimum # of worke
Minimum # of emplo
Representation Stru
Worker Representat
BCGEU
BCNU
Employer Represent
FHA
Terms of Reference
Review Date

2. Meeting Preparation

2.1 Creating a Standing Agenda Item

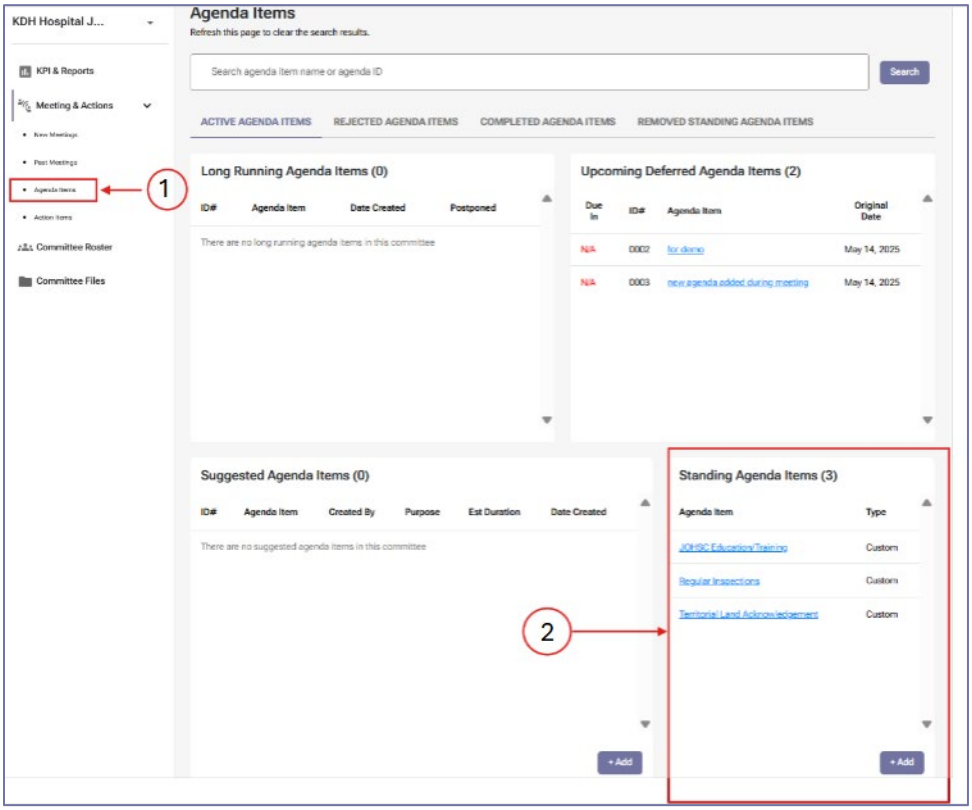
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker and an employer)

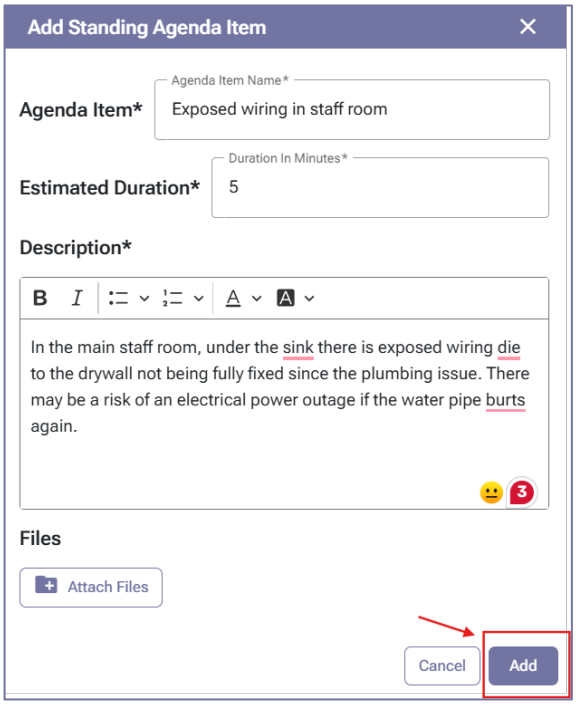
Note

- Standing agenda items are ongoing topics that are included in the agenda for each recurring meeting by default. These items are essential for maintaining consistency and ensuring that important, ongoing issues are regularly addressed.

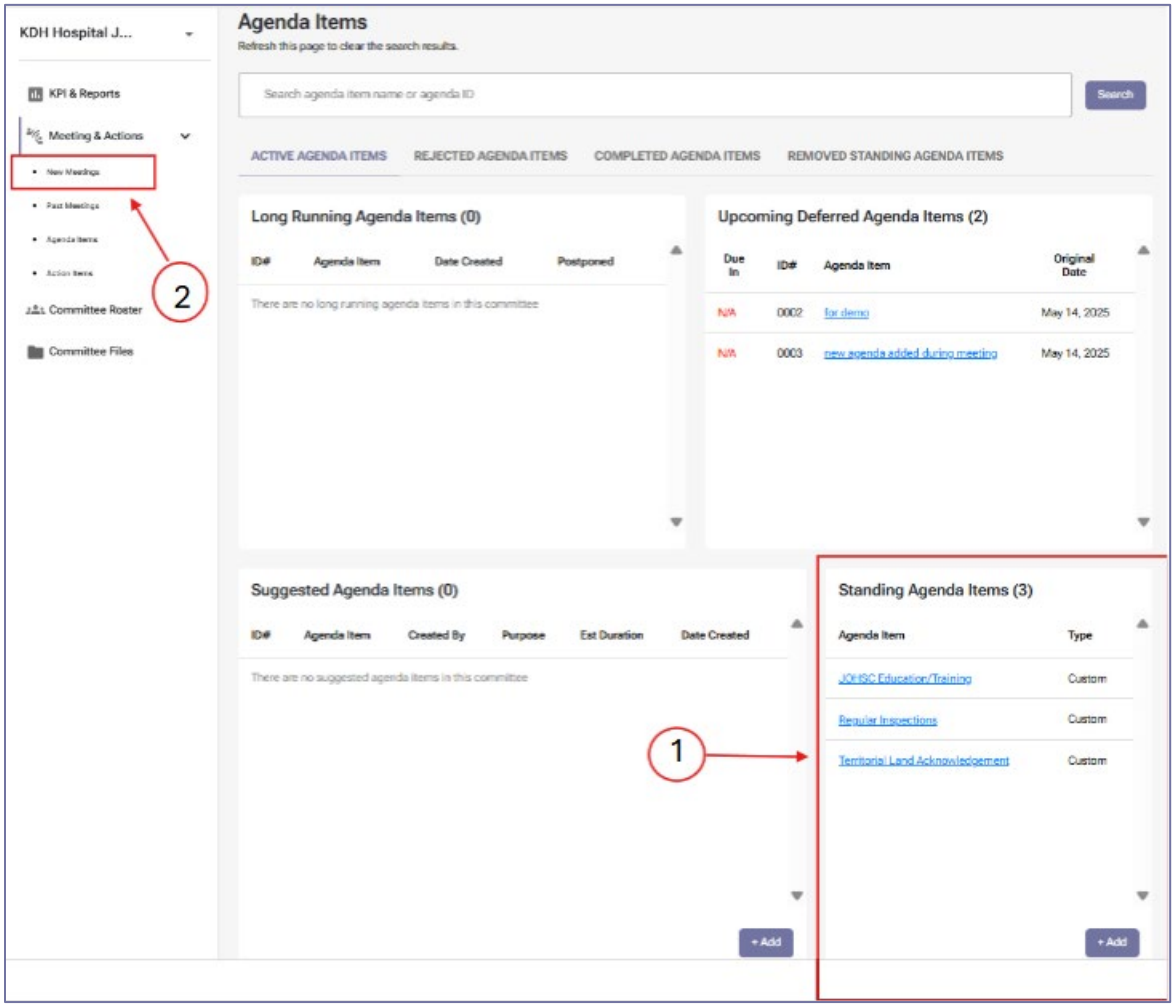
2.1.1 To create a standing agenda item, select the 'Agenda Items' option (highlighted as number 1 in the screenshot). Then, choose the '+Add' option in the 'Standing Agenda Items' column (screenshot number 2).



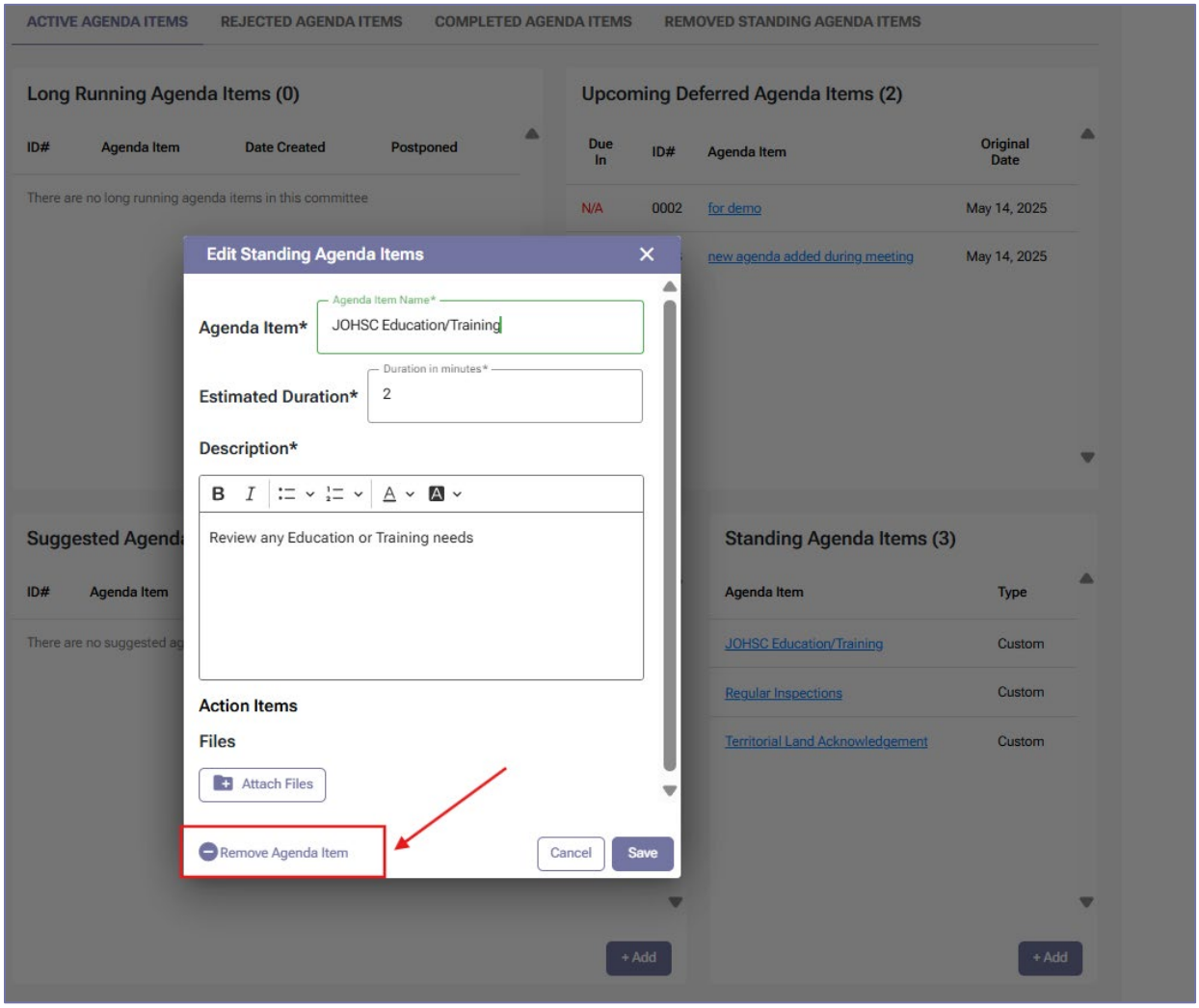
2.1.2. After selecting '+Add,' a new pop-up window will appear on the screen. Here, you can enter an 'Agenda Item,' 'Estimated Duration,' 'Description', and any attachments. Select the 'Add' button to save your standing agenda item.

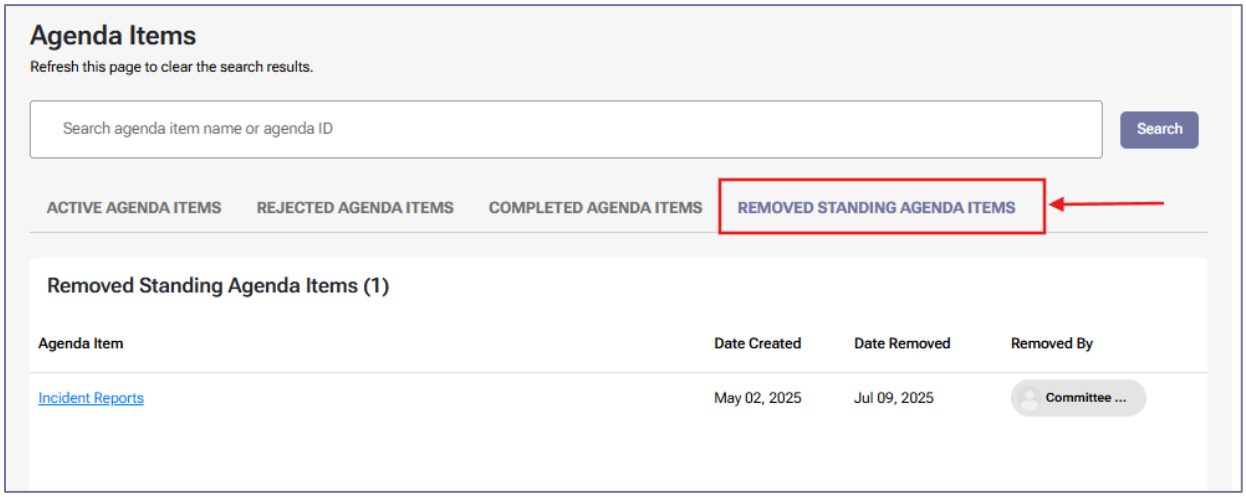


2.1.3. To add more standing agenda items, repeat the steps. Once you have selected '+ Add', you will see your standing agenda items in the 'Standing Agenda Items' box (screenshot number 1).



2.1.4 To remove a standing agenda item, you can also click on the item, then select 'Edit'. You'll see the option to 'Remove agenda item'. Once removed, the item will be moved to the 'REMOVED STANDING AGENDA ITEMS' tab in the Agenda Item Library.


ACTIVE AGENDA ITEMS
REJECTED AGENDA ITEMS
COMPLETED AGENDA ITEMS
REMOVED STANDING AGENDA ITEMS
Long Running Agenda Items (0)
ID#
Agenda Item
Date Created
Postponed
There are no long running agenda items in this committee
Upcoming Deferred Agenda Items (2)
Due In
ID#
Agenda Item
Original Date
N/A
0002
for demo
May 14, 2025
new agenda added during meeting
May 14, 2025
Edit Standing Agenda Items
Agenda Item Name*
Agenda Item*
JOHSC Education/Training
Duration in minutes*
Estimated Duration*
2
Description*
Review any Education or Training needs
Action Items
Files
Attach Files
Remove Agenda Item
Cancel
Save
Suggested Agenda
ID#
Agenda Item
Standing Agenda Items (3)
Agenda Item
Type
JOHSC Education/Training
Custom
Regular Inspections
Custom
Territorial Land Acknowledgement
Custom
+ Add
+ Add


Agenda Items
Refresh this page to clear the search results.
Search agenda item name or agenda ID
Search
ACTIVE AGENDA ITEMS
REJECTED AGENDA ITEMS
COMPLETED AGENDA ITEMS
REMOVED STANDING AGENDA ITEMS
Removed Standing Agenda Items (1)
Agenda Item
Date Created
Date Removed
Removed By
Incident Reports
May 02, 2025
Jul 09, 2025
Committee ...

2.2 Assigning Meeting Recorder Privileges to a Committee Member

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.2.1 After selecting the 'New Meetings' option, you will return to the 'New Meetings' page. In your upcoming recurring meeting, select 'Edit Agenda'.

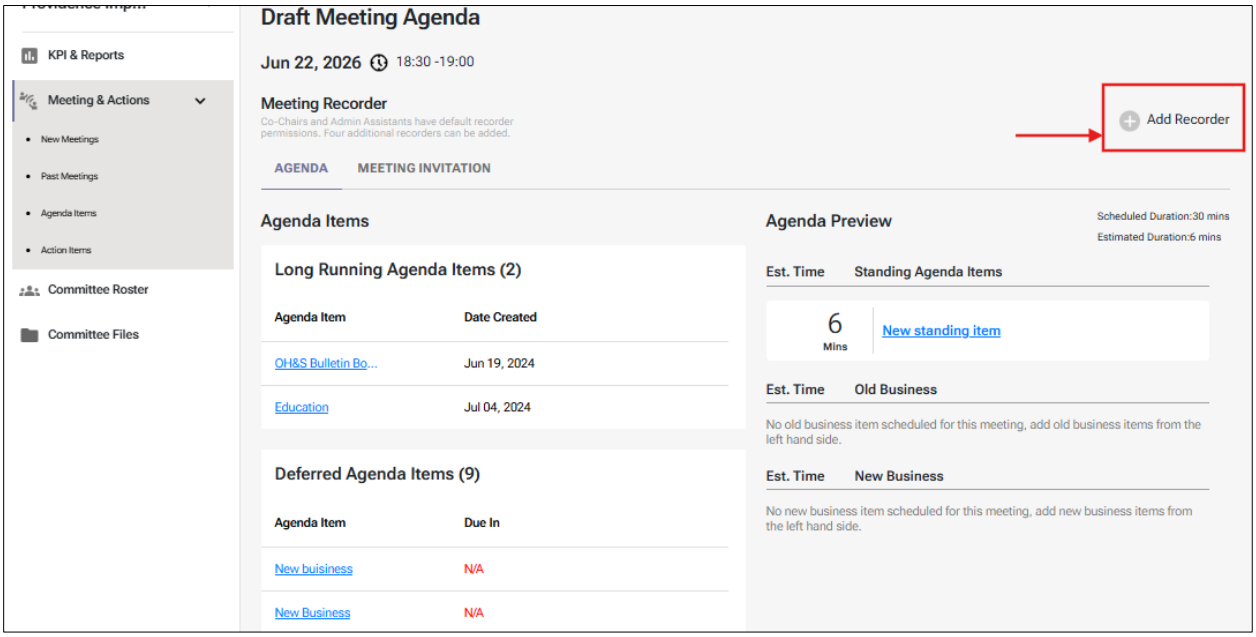
2.2.2 You can add a meeting recorder using the '+Add Recorder' option above the 'Agenda Preview' area. When you select '+Add Recorder', you will see a list of all committee and non-committee members (Ex-Officio). From this list, you can choose your meeting recorder. However, if you are a co-chair or an admin assistant, you will automatically be assigned the meeting recorder role. This means that you will not see those users in the '+Add Recorder' list

Note

- The meeting recorder can be updated/removed at any time in the following screens:
  - In the Edit Draft Meeting Agenda,
  - In the Finalized Meeting Agenda

- You can add up to 4 additional meeting recorders while scheduling the meeting.

  The following picture is one of the above screens as an example:



2.2.3 The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.

One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes within and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

Note

- The Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.
- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.
- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank, but it must be added later in the "Edit Minutes" screen before publishing the minutes.

2.3 Creating New Business to an agenda

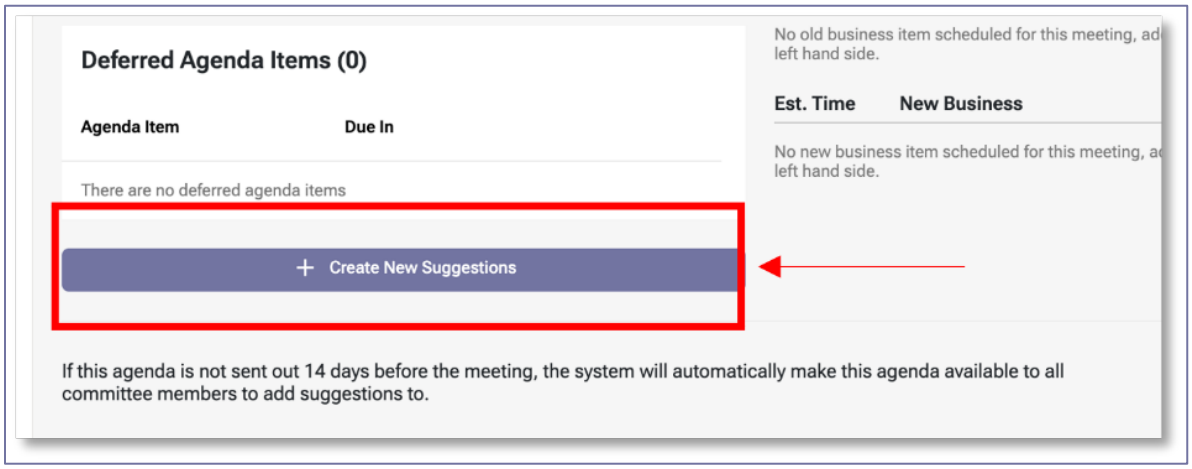
Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)

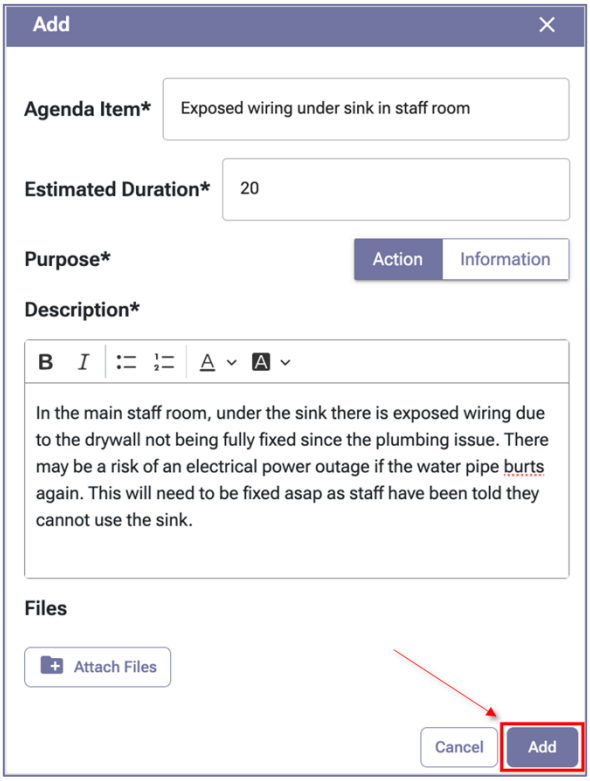
2.3.1 While editing an agenda, suggest a new business item by selecting the '+ Create New Suggestions' button.

Note

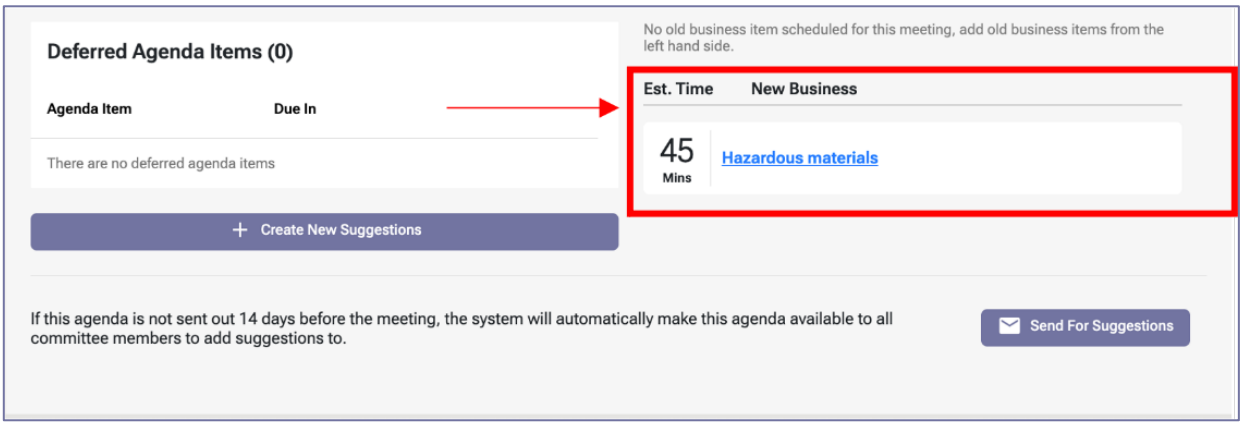
- When committee members add an agenda item from the Suggested Agenda Item section in the Agenda Items tab, the system will automatically place it in the New Business section on the Draft Meeting Agenda page.



2.3.2 To add the new business item, enter the title in the 'Agenda Item' box, then specify the 'Estimated Duration,' purpose (action or information), description, and any supporting documents/files using the 'Attach Files' option.



2.3.3 Your new business will be added to the form. It will be visible for all committee members to review prior to the meeting.

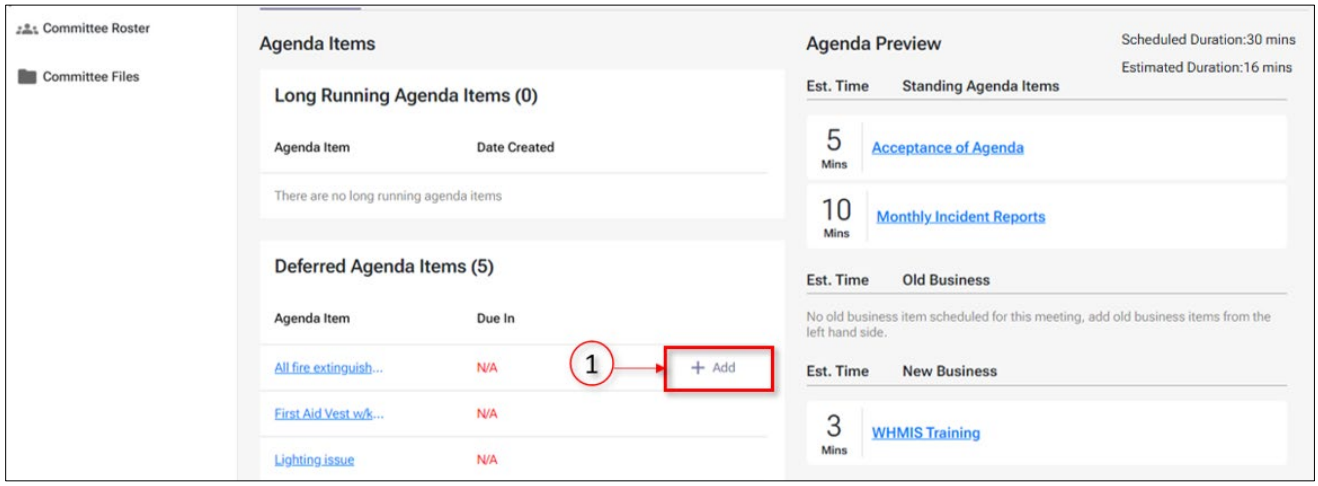


2.4 Adding Old Business Agenda Item to the Agenda

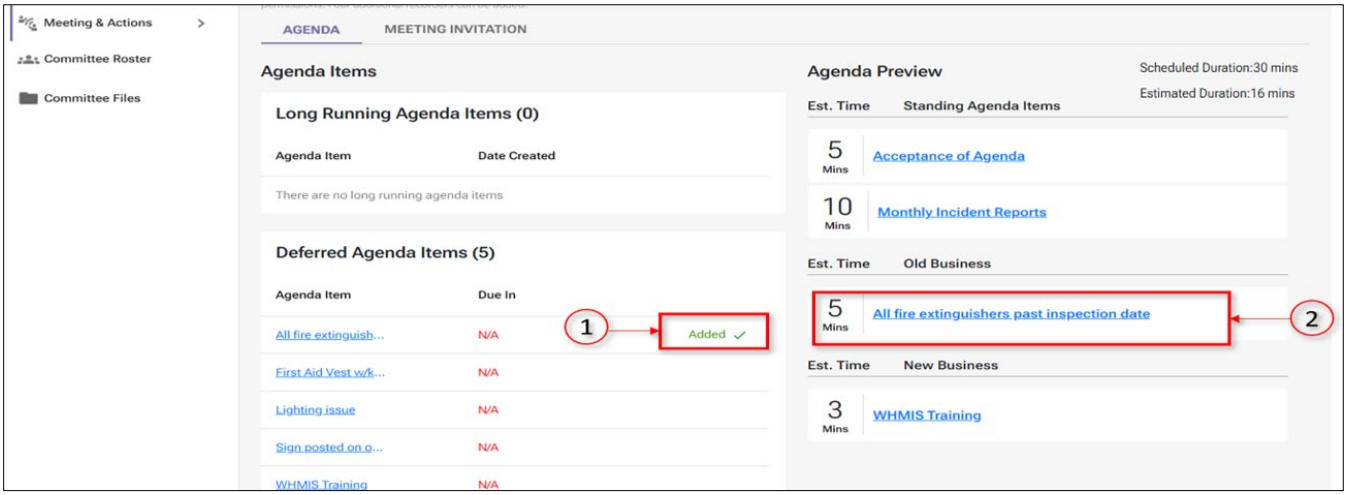
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.4.1 To add a deferred or long-running agenda item to the meeting, go to the 'Draft Meeting Agenda' or 'Edit Draft Meeting Agenda' screen and click the '+Add' button (Screenshot number 1) for the agenda item you want to include.

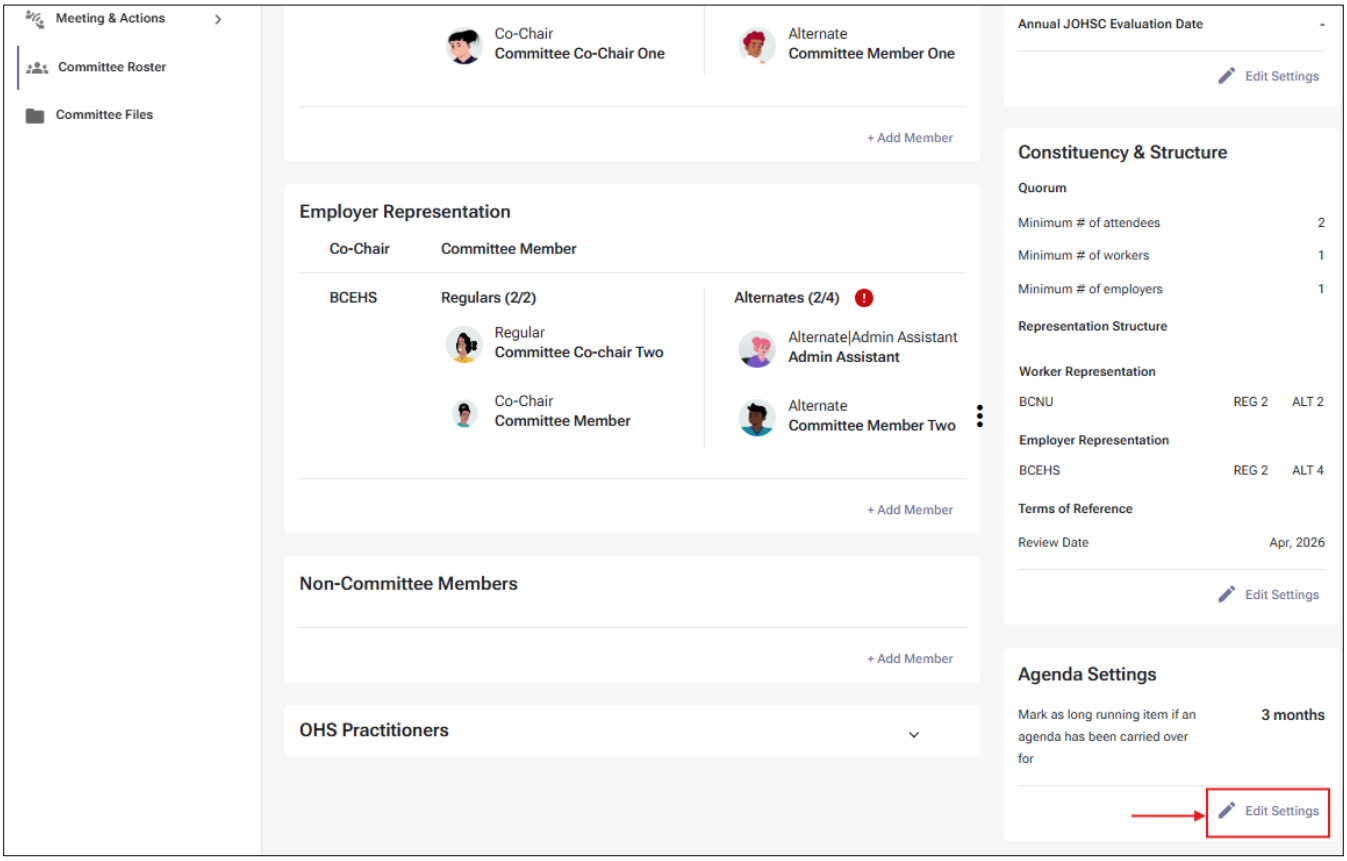


2.4.2 The deferred or long-running agenda item will automatically move to the 'Agenda Preview' section under Old Business (screenshots 2 and 3).



Note

- The long-running and deferred agenda items will appear in the old business at the start of meetings.
- Long-running agenda items are items discussed or postponed for months and not closed. The number of months can be configured in the committee roaster tab, as shown in the screenshot below.
- Deferred agenda items: issues that were previously discussed but not resolved, need further attention in the upcoming meeting, but do not exceed the number of months to become a long-running agenda item.
- All deferred agenda items will auto-populate to the agenda that is deferred to.
- Agenda items (Standing, Old, New Business) can be reordered by dragging, and the sequence will be saved for future meetings until you make further changes. Files for Old Business Agenda items can be added or removed during the draft or suggestion phase, as well as at any time from the Agenda Item Library. This can be done by Admin Assistants, Co-chairs, Members (Regular/Alternate), and Ex-officio members to support greater flexibility and efficiency in managing supporting documents across all meeting phases.

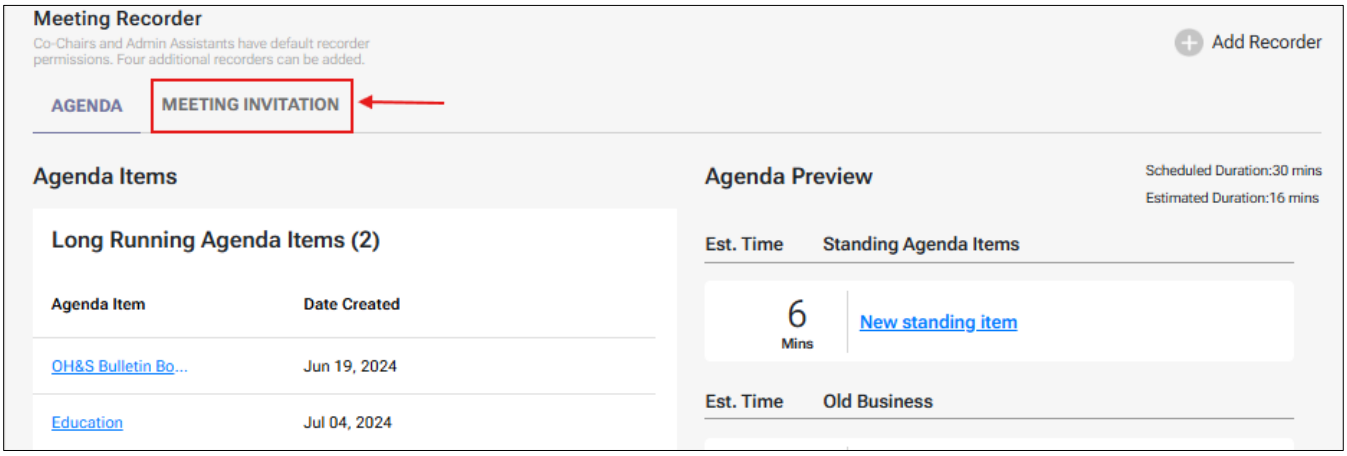


2.5 Meeting Invitations

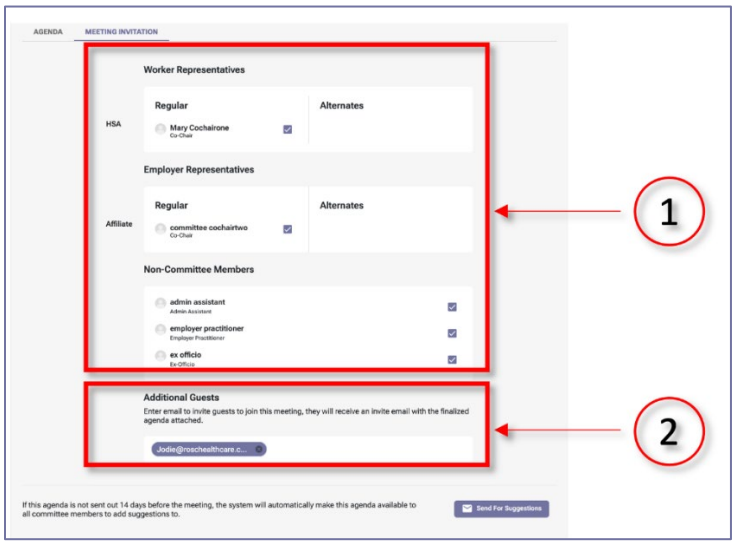
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.5.1 On the 'Meeting Invitation' page, you can review, adjust, and send meeting invite notifications. If the co-chairs or admin assistant haven't sent out the agenda yet, the system will automatically send the meeting invitation along with the draft agenda 14 days before the meeting. The system will also send the final agenda 7 days before the meeting.



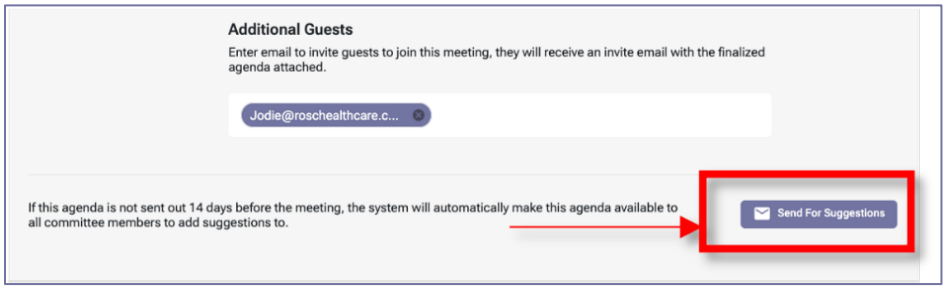
2.5.2 You can review all attendees and select/deselect any members who may be on vacation, for example (screenshot number 1). You can also add guests by entering their email addresses in the 'Additional Guests' section at the bottom of the screen (screenshot number 2). All names listed on this screen will receive all related meeting notifications and documents as reminders.



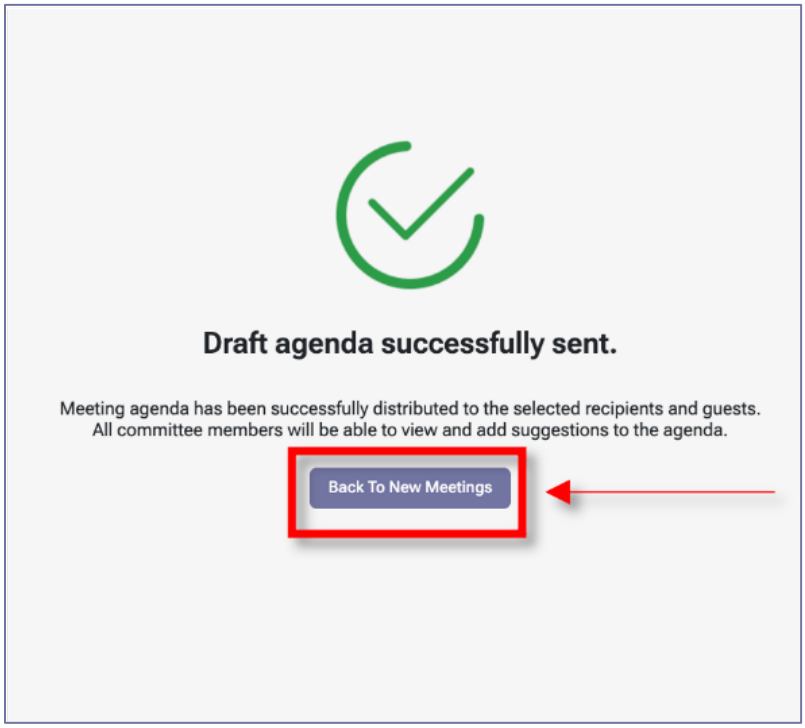
Note:

- Guests added to a meeting invitation before the invitation is sent will receive the finalized agenda. Invitations are automatically sent 7 days prior to the meeting. Those added later will not receive the finalized agenda, however their names will appear on the attendance list.

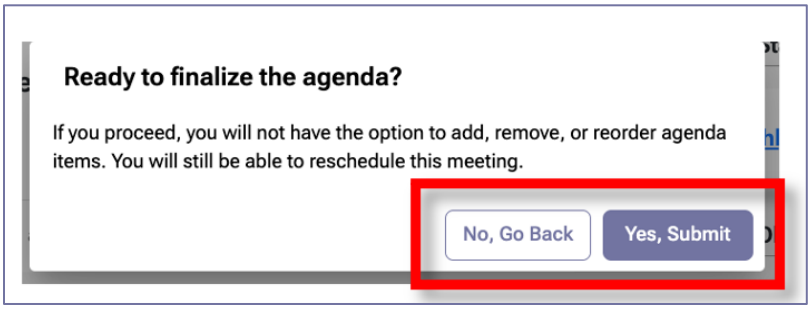
2.5.3 Once this information has been added and validated, you have two options: 1. As Co-Chair or Admin Assistant, you can select the 'Send for Suggestions' button, which will start the process for this meeting (highlighted in the below screenshot).
2. You can choose to wait for the automated system to process the invites and notifications, which it will do at the 14-day mark. This is to allow a different co-chair to add their own details or agenda items as they need.



2.5.4 Once you select the 'Yes, Submit' button, you will receive confirmation that the draft agenda has been successfully sent. To move to the next stage of this process, select 'Back to New Meetings'.



2.5.5 Once you have selected 'Back to New Meetings' and selected the upcoming meeting date, you will be brought back to the 'Edit Draft Meeting Agenda' page. From here, once the agenda is confirmed or seven days before the meeting's date, select the 'Finalize Agenda' button. If the finalized agenda has yet to be sent seven (7) days before the meeting, the system will automatically send the finalized agenda to the selected committee members on 'Meeting Invitation' screen in 'Draft Agenda' phase.



2.5.6 Here is an overview of what the 'Finalize Agenda' option will do:

Overview of the ‘Finalize Agenda’ Function:

1. Confirmation and Locking:
   - Agenda Confirmation: Using the "Finalize Agenda" function confirms the agenda items and marks them as final.
     Once finalized, no items can be added or removed until the meeting date.
     However, existing agenda items (Standing, New, and Old Business) can still be edited, including fields like:
     Agenda Item Name, Raised By, Duration, Purpose, and Description.
   - **Locking Function:** This function effectively locks the agenda to maintain its integrity and ensures all participants are working from the same finalized version. Once the agenda is finalized, it is locked, and no additional items can be added. The finalized agenda will be sent out 7 days before the meeting date and will remain unchanged until the meeting takes place.

Note

- Any new agenda items added from the Agenda Item Library will not appear in the finalized agenda screen. However, they can still be added during the meeting by using the “Add from List” button under New Business agenda items.

- If a New Business agenda item was added before the Finalized Agenda phase, it can be deleted from the Finalized Agenda screen. Similarly, Standing Agenda Items can also be removed from this screen.

2. Notification and Distribution:
   - Agenda Distribution: The finalized agenda is distributed to all relevant/selected parties, providing a clear outline of the topics to be discussed during the meeting. Members also receive minutes from the previous meeting along with the finalized agenda.

2.5.7 At this point, the meeting attendees will be automatically notified, and a copy of the finalized meeting agenda, the previous meeting minutes (if they exist), and an iCalendar file (ICS file) with the meeting information will be sent, along with the date and time.

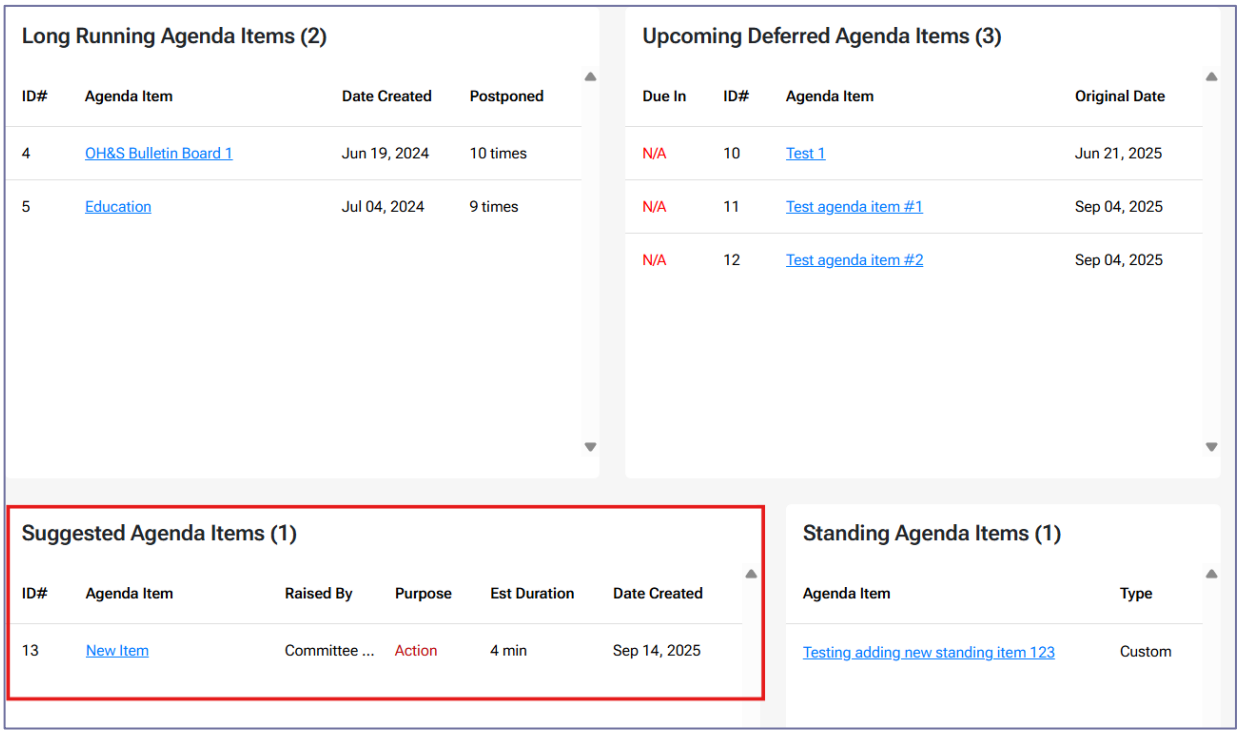
Note

- Draft meeting agenda e-mail notification includes a draft agenda PDF and a .ICS file, while the finalized agenda notification includes a finalized agenda PDF, the most recent recurring meeting minutes (draft or finalized, if available).

- Draft and finalized meeting agenda PDFs display only the agenda item name, estimated duration, and “raised by” fields. Descriptions, discussions, and action items are not included. For file attachments, only new files added after the previous meeting was adjourned will appear in the agenda PDF.

- Draft and finalized agenda PDFs display the Total Estimated Duration for all agenda items alongside the Scheduled Meeting Duration. This supports JOHSC Co-Chairs and overall committee effectiveness by helping compare the planned meeting length with the estimated time required to address all agenda items.

2.5.8 As a Co-Chair, you are encouraged to review the 'Agenda Items' library to see what agenda items other committee members may have requested before the meeting.



Long Running Agenda Items (2)

ID#	Agenda Item	Date Created	Postponed
4	OH&S Bulletin Board 1	Jun 19, 2024	10 times
5	Education	Jul 04, 2024	9 times

Upcoming Deferred Agenda Items (3)

Due In	ID#	Agenda Item	Original Date
N/A	10	Test 1	Jun 21, 2025
N/A	11	Test agenda item #1	Sep 04, 2025
N/A	12	Test agenda item #2	Sep 04, 2025

Suggested Agenda Items (1)

ID#	Agenda Item	Raised By	Purpose	Est Duration	Date Created
13	New Item	Committee ...	Action	4 min	Sep 14, 2025

Standing Agenda Items (1)

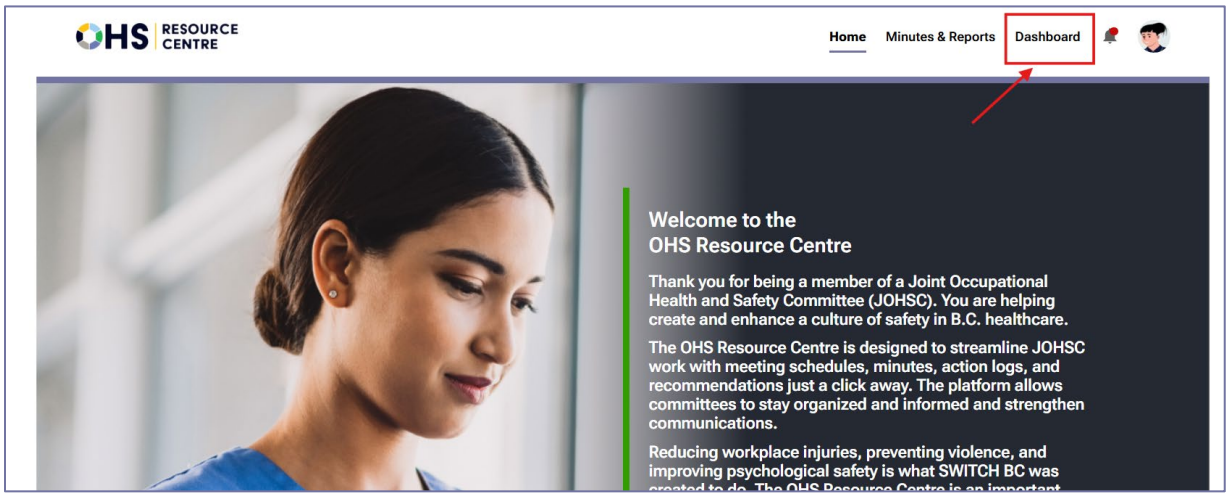
Agenda Item	Type
Testing adding new standing item 123	Custom

2.6 Rescheduling Meetings

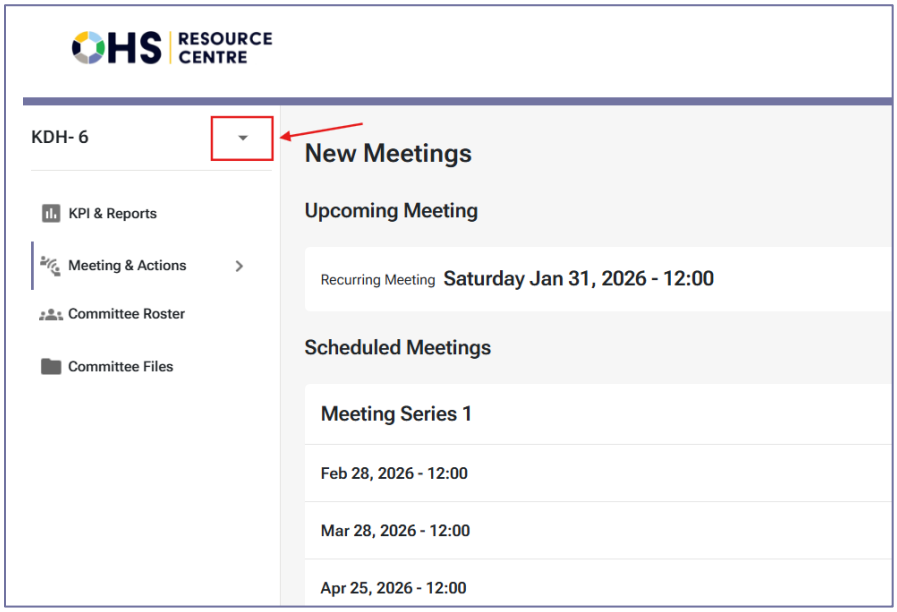
Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

2.6.1 On the header of the page, click on the 'My Dashboard' tab.

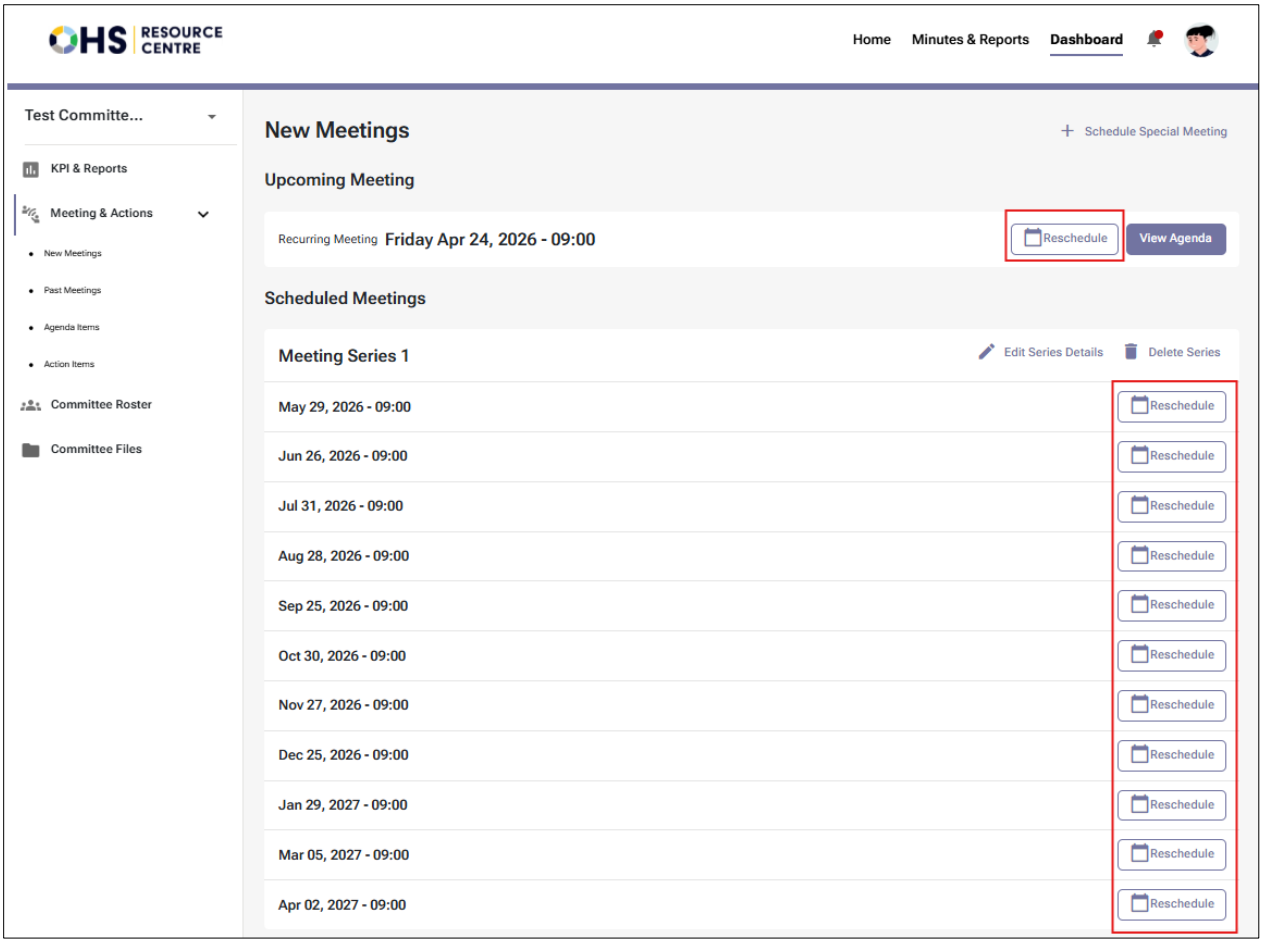


2.6.2 From the drop-down options, select the committee to which you belong.



2.6.3 To start the rescheduling process, select the ‘Reschedule’ button. The ‘Reschedule’ button is available for all the scheduled meeting series so that user can

reschedule meeting anytime in advance which provides greater flexibility for committees to manage scheduling changes.

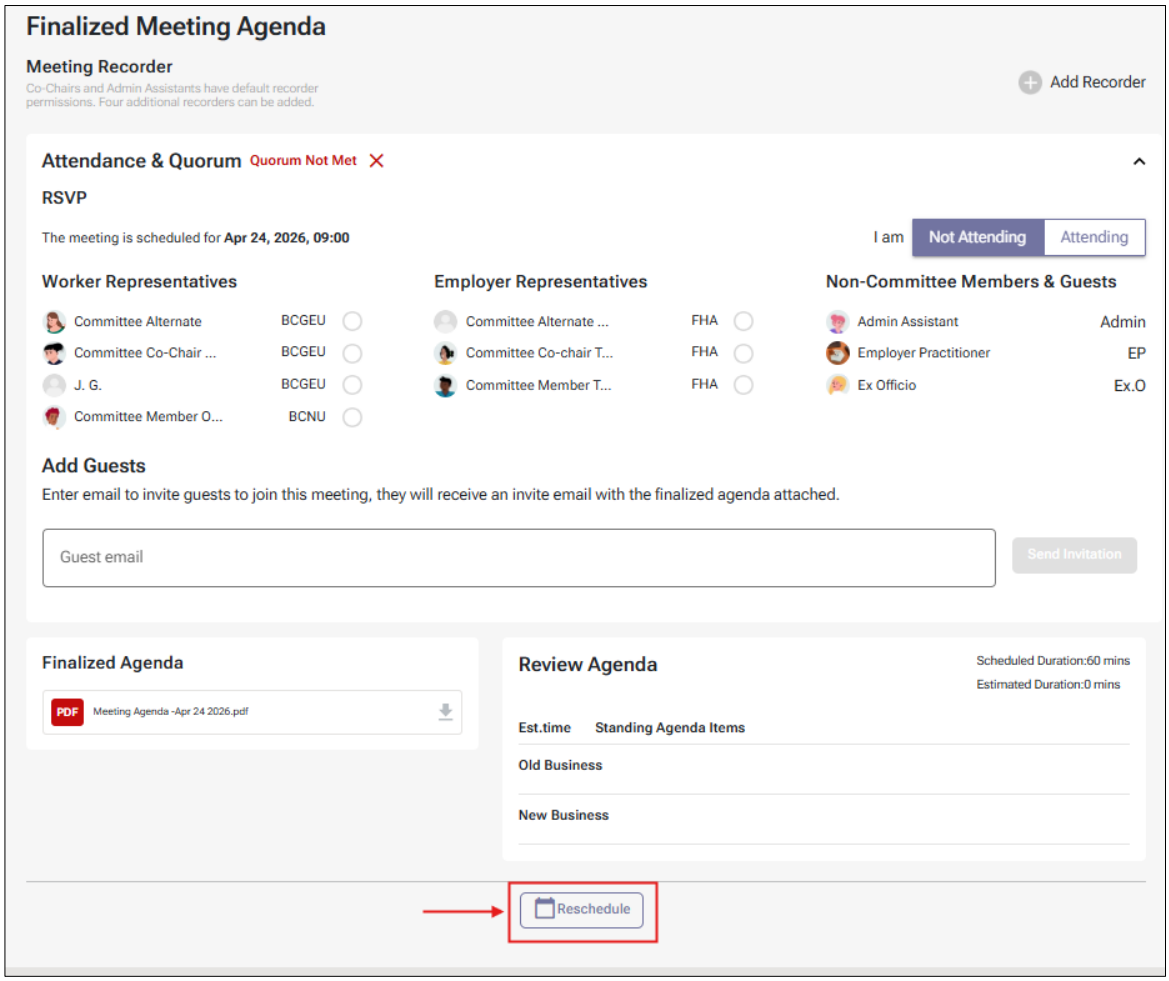


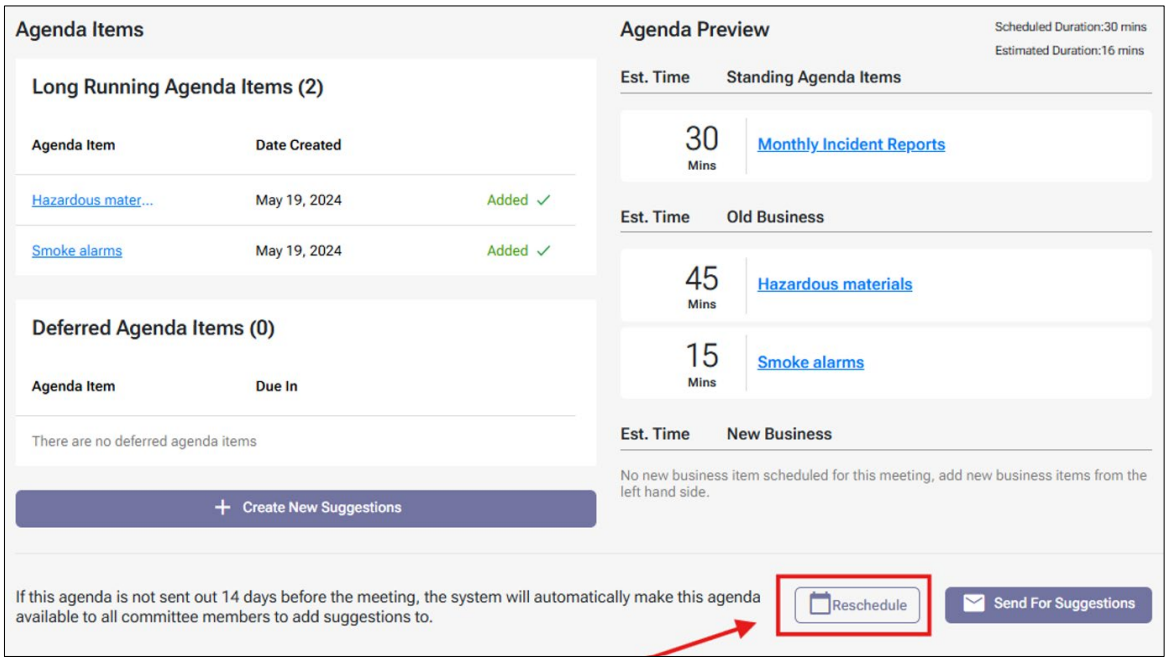
2.6.4 You can also reschedule a meeting by clicking the 'Edit Agenda', 'View Agenda', or 'Start Meeting' button. (See screenshot above)

Note

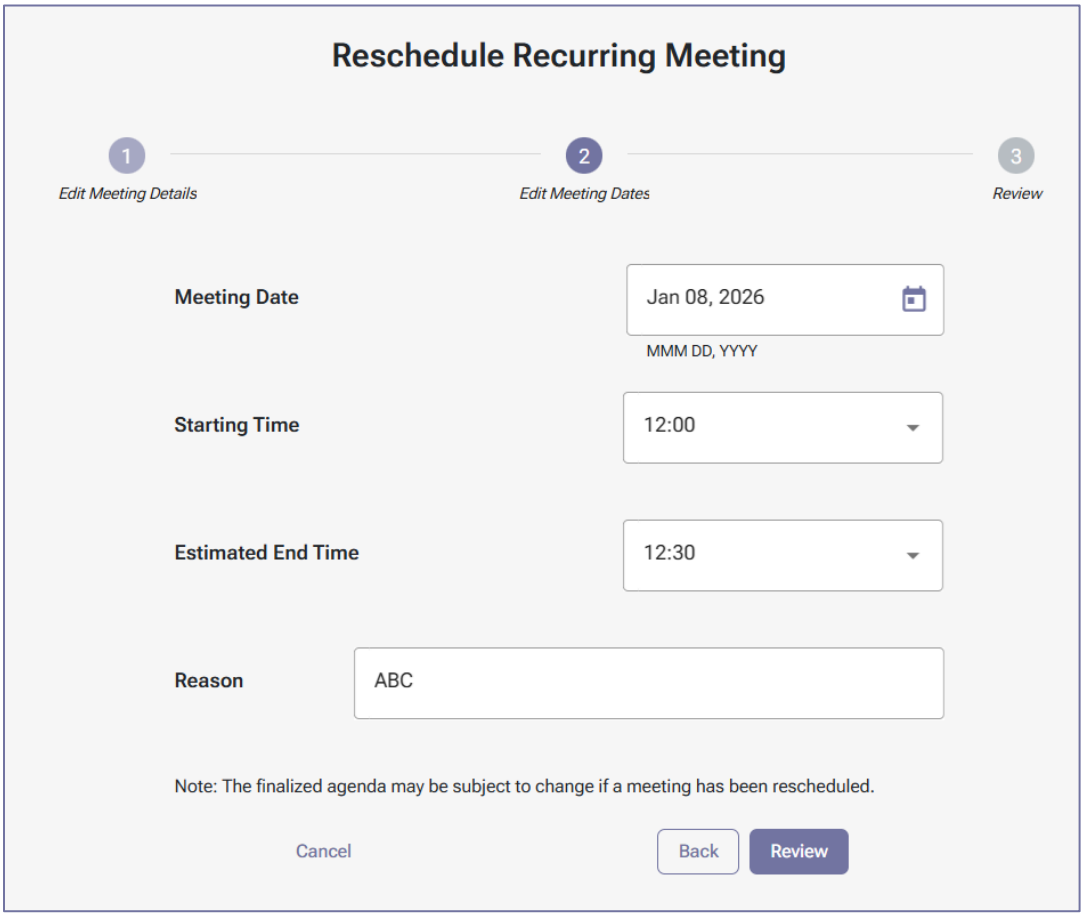
- You cannot reschedule the meeting once you click the 'Adjourn Meeting' button.
- Meetings can be rescheduled to the following month, up to one day before the next scheduled meeting.

2.6.5 On the 'Draft Meeting Agenda' and 'Finalized Meeting Agenda' screen, you can find a 'Reschedule' button from the bottom of the screen (See screenshot below)


Finalized Meeting Agenda
Meeting Recorder
Co-Chairs and Admin Assistants have default recorder permissions. Four additional recorders can be added.
Add Recorder
Attendance & Quorum
Quorum Not Met
RSVP
The meeting is scheduled for Apr 24, 2026, 09:00
I am
Not Attending
Attending
Worker Representatives
Committee Alternate BCGEU
Committee Co-Chair ... BCGEU
J. G. BCGEU
Committee Member O... BCNU
Employer Representatives
Committee Alternate ... FHA
Committee Co-chair T... FHA
Committee Member T... FHA
Non-Committee Members & Guests
Admin Assistant Admin
Employer Practitioner EP
Ex Officio Ex.O
Add Guests
Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.
Guest email
Send Invitation
Finalized Agenda
PDF
Meeting Agenda -Apr 24 2026.pdf
Review Agenda
Scheduled Duration:60 mins
Estimated Duration:0 mins
Est.time
Standing Agenda Items
Old Business
New Business
Reschedule


Agenda Items
Long Running Agenda Items (2)
Agenda Item
Date Created
Hazardous mater...
May 19, 2024
Added
Smoke alarms
May 19, 2024
Added
Deferred Agenda Items (0)
Agenda Item
Due In
There are no deferred agenda items
Create New Suggestions
Agenda Preview
Scheduled Duration:30 mins
Estimated Duration:16 mins
Est. Time
Standing Agenda Items
30
Mins
Monthly Incident Reports
Est. Time
Old Business
45
Mins
Hazardous materials
15
Mins
Smoke alarms
Est. Time
New Business
No new business item scheduled for this meeting, add new business items from the left hand side.
If this agenda is not sent out 14 days before the meeting, the system will automatically make this agenda available to all committee members to add suggestions to.
Reschedule
Send For Suggestions

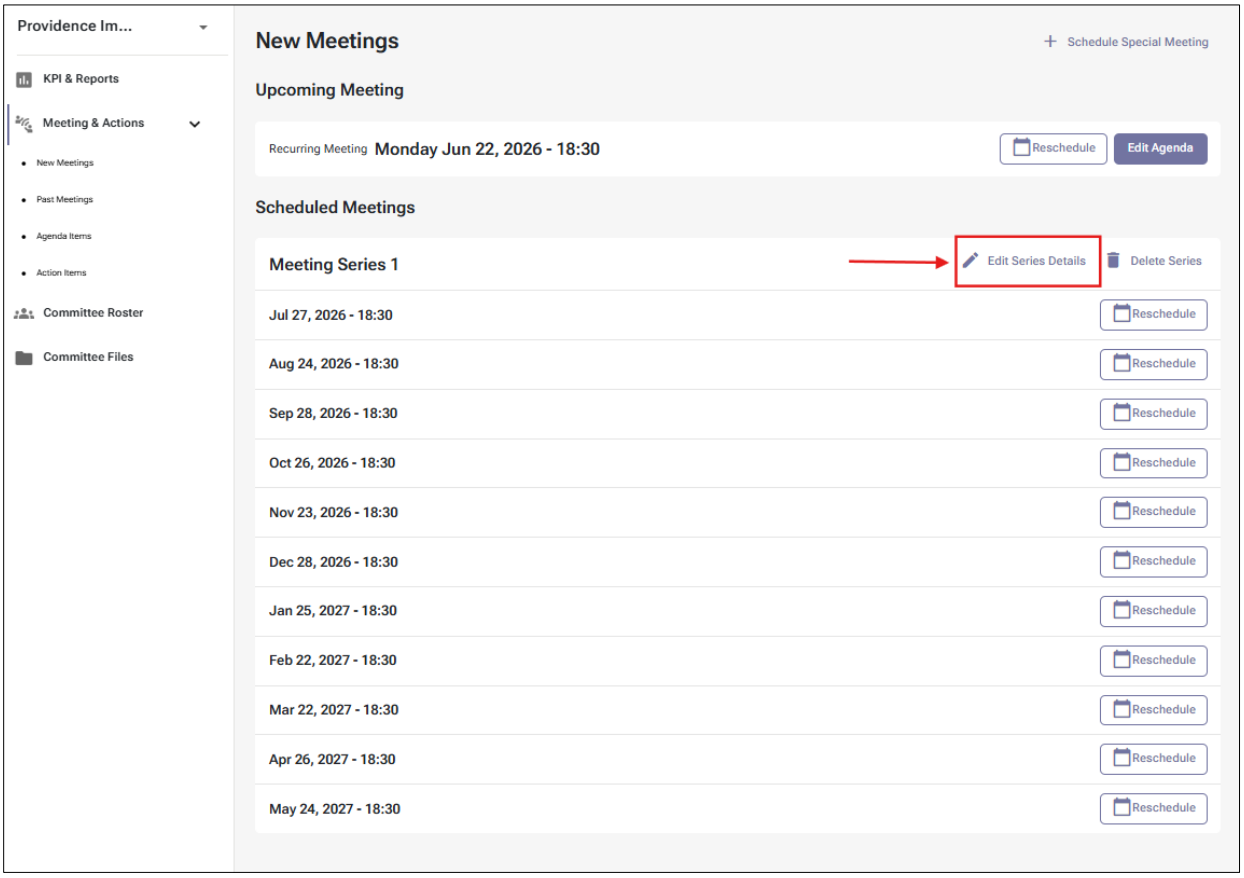
2.6.6 The next screen you will be taken to is the ‘Edit Meeting Details’ and ‘Edit Minute Dates’ screen. Here, you can edit the meeting location, Dial-in-options, and upon clicking ‘Next’ you can enter new meeting date, followed by the start and estimated end times, and the reason for rescheduling the meeting, which is recorded in the meeting minutes. Once this information is entered, select the ‘Review’ button.



2.6.7 After reviewing your information, click the ‘Rescheduling Meeting’ button.
2.6.8 You will then be taken to the ‘New Meetings’ page.

Note:

- You can directly update the meeting link and location for an existing recurring meeting series with “Edit Series Details” button (see screenshot below).


Providence Im...
KPI & Reports
Meeting & Actions
New Meetings
Past Meetings
Agenda Items
Action Items
Committee Roster
Committee Files
New Meetings
Schedule Special Meeting
Upcoming Meeting
Recurring Meeting Monday Jun 22, 2026 - 18:30
Reschedule
Edit Agenda
Scheduled Meetings
Meeting Series 1
Edit Series Details
Delete Series
Jul 27, 2026 - 18:30
Aug 24, 2026 - 18:30
Sep 28, 2026 - 18:30
Oct 26, 2026 - 18:30
Nov 23, 2026 - 18:30
Dec 28, 2026 - 18:30
Jan 25, 2027 - 18:30
Feb 22, 2027 - 18:30
Mar 22, 2027 - 18:30
Apr 26, 2027 - 18:30
May 24, 2027 - 18:30
Reschedule

2.7 What to Do When You Receive a Meeting Invitation and Draft Agenda

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member

Note

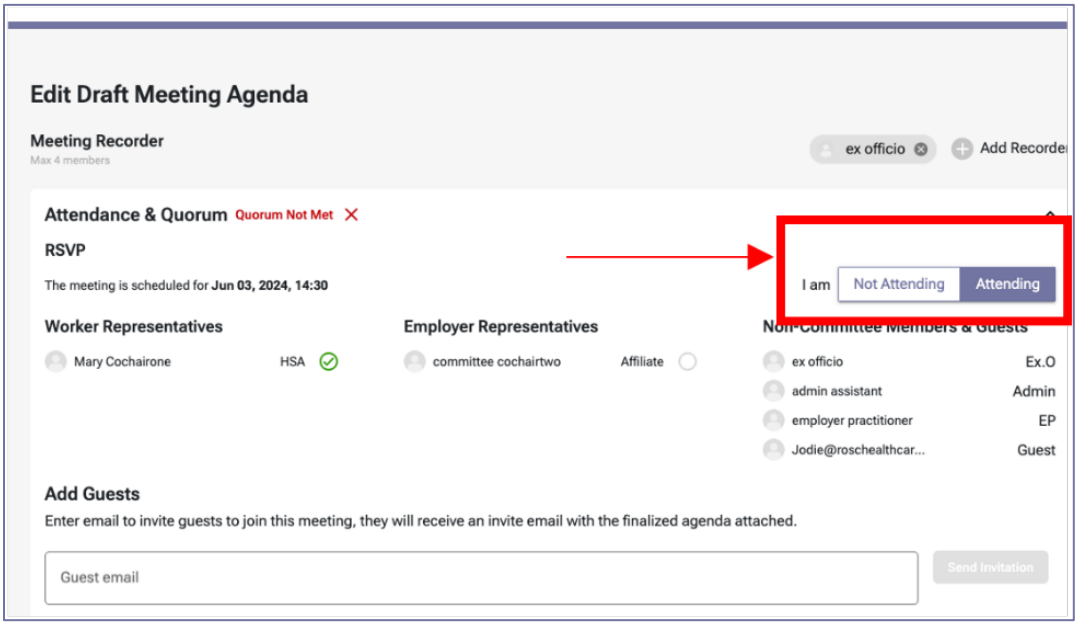
- Ex-Officio (non-voting)- This role only has a view mode of the following functionality.
- Employer Practitioner and Guest-These roles will only receive an email with the meeting invitation (ICS file) and the draft agenda (PDF format).

2.7.1 Confirming Attendance

- Open the committee dashboard by clicking the 'Dashboard' tab on the page header and selecting your committee's name.
- Click the 'Meeting & Actions' tab on the left side.
- Select the 'New Meetings' link.
- Click the 'Edit Agenda' button.
- Select the 'I am Attending' or 'I am Not Attending' option at the top of the screen.

Note

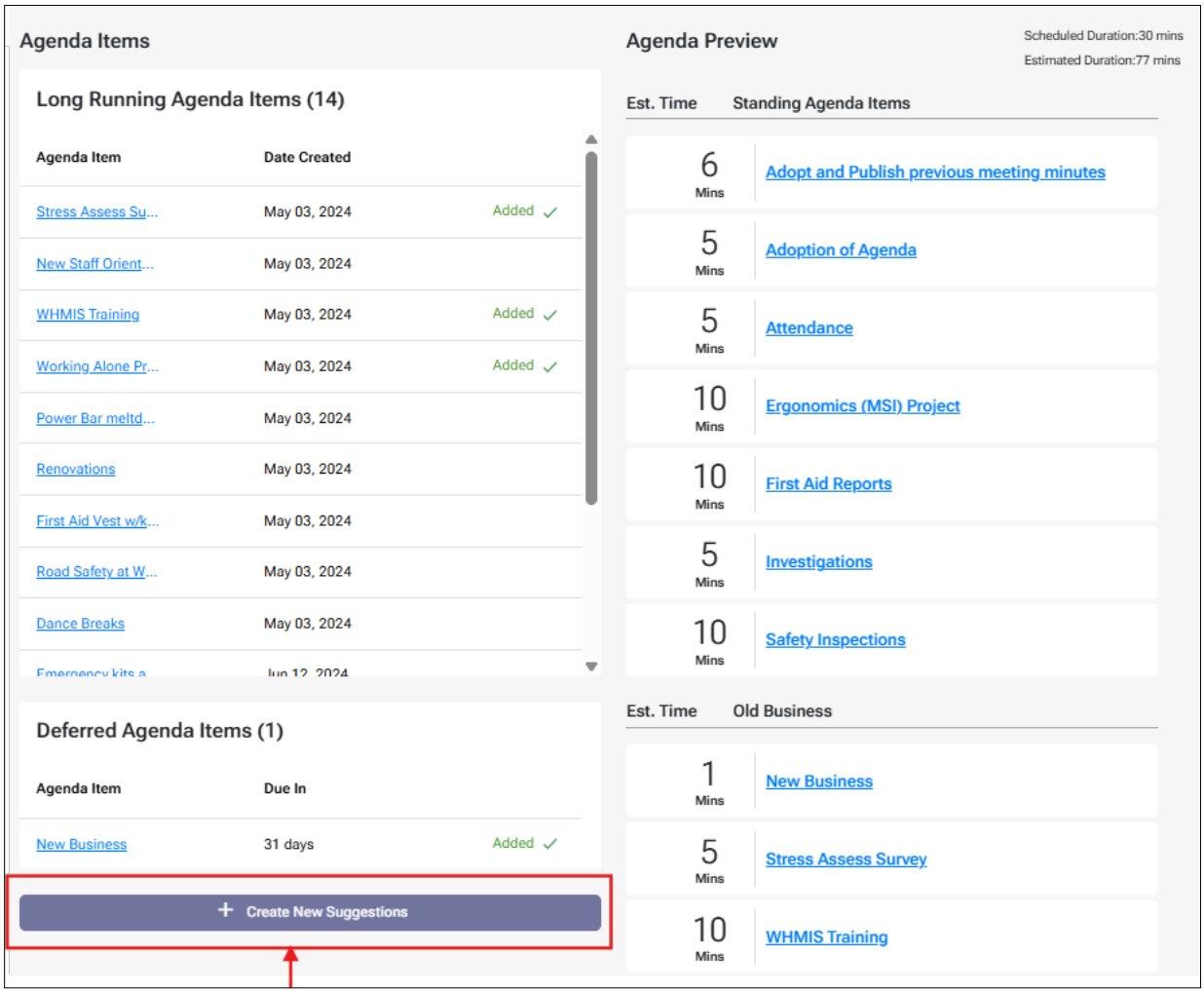
- The option to confirm you are attending pertains only to your own invitation. You cannot confirm anyone else's availability on this screen.



- Before the meeting, review the draft agenda and provide feedback or suggestions from the PDF of the 'Draft Agenda' by following these steps.

2.7.2 Sending a Recommended Agenda Item

- On the 'Edit Draft Meeting Agenda' page, click the '+ Add' Create New Suggestions' button (highlighted in the screenshot below) to add your suggestions.

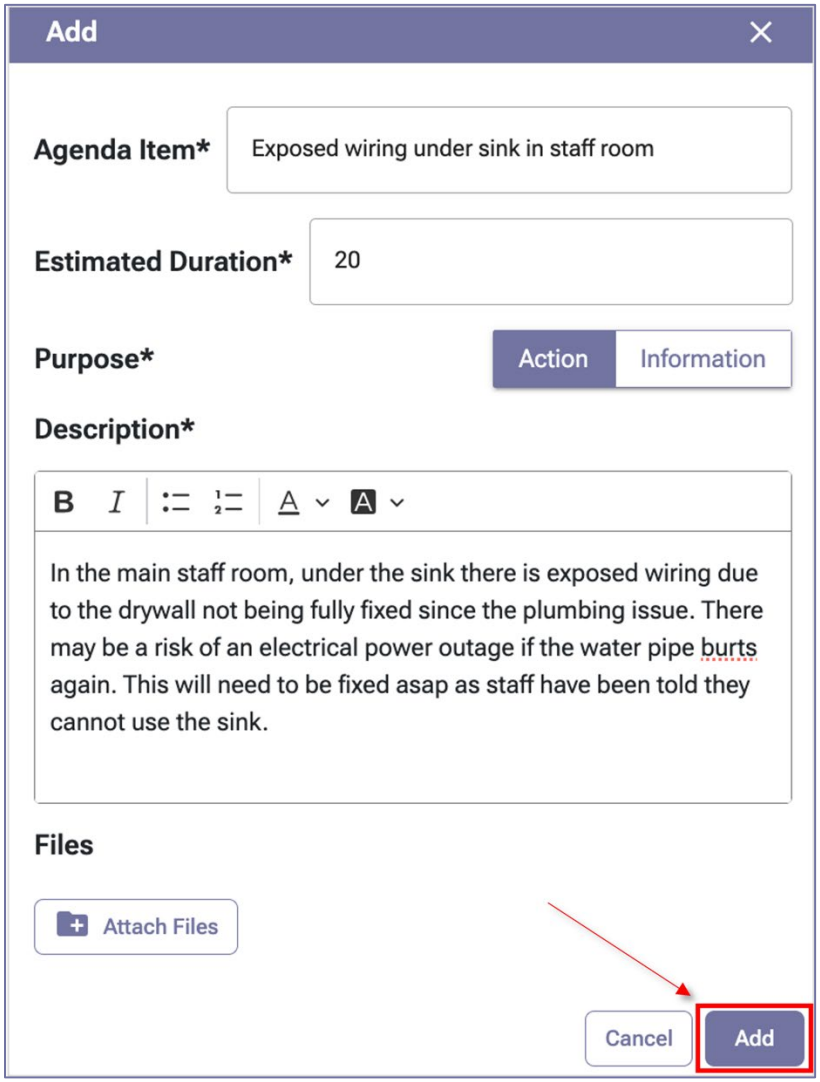


2.7.2.1 After selecting '+ Create New Suggestions', the 'Add' form will appear. There are five fields to complete this process; they are as follows:

1. Agenda Item
2. Estimated Duration
3. Purpose (Action or Information)
4. Description
5. Files (if applicable)

2.7.2.2 Confirm the information you have added is accurate.

2.7.2.3 Once accurate, select 'Add'.



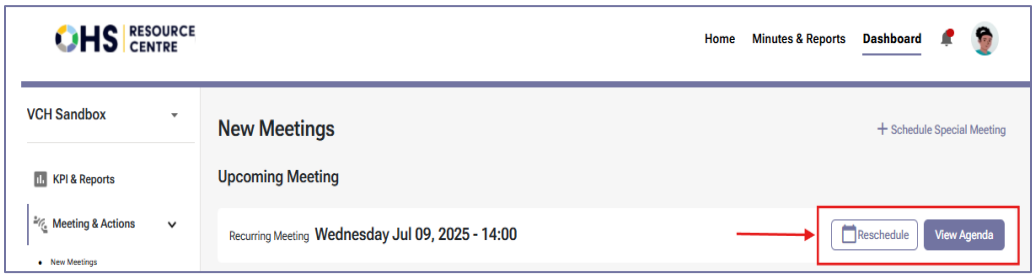
Note

- You can also add a new business (Suggested Agenda Item) from the Agenda Item library, and they will automatically be populated to the 'New Business' section in the draft and suggestion agenda phase.
  Instruction to go to the Agenda Item library: Dashboard->Meeting & Actions->Agenda Items->Suggested Agenda Item->Add.
- If they were added in error or are no longer needed, 'New Business' agenda items can be deleted during a meeting. They cannot be deleted after a meeting has been adjourned. They can be deleted from:
  - The Agenda Item library
  - The Edit Draft Agenda page
  - The Finalized Agenda page; and
  - The Meeting Interface page.

2.7.3 Reviewing a Recommended Agenda Item

2.7.3.1 As a Committee Member, particularly a Co-Chair, you will need to review recommended business agenda items.

2.7.3.2 To do this, select: 'Meetings and Actions', followed by 'New Meetings'.



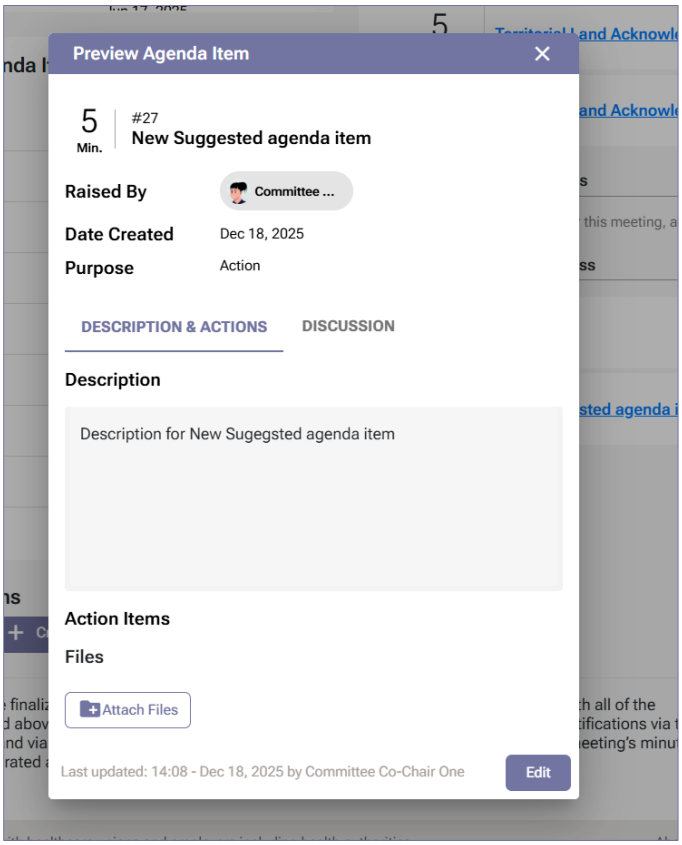
2.7.3.3 Once you access the 'New Meetings' page, select 'Edit Agenda' or 'View Agenda'. Depending on the current phase of the meeting preparation, one of the two buttons will be available.

The 'Edit Agenda' button will take you to the 'Edit Draft Meeting Agenda'. The 'View Agenda' button takes you to the 'Finalized Meeting Agenda' page. From there you can:

- Add /edit the name of the committee member who will record the meeting.
- Review attendance and quorum status
- Add guests
- Review the current agenda including Standing, Old, and New business.
- Co-chairs or admin assistants can reorder agenda items (Standing, Old, or New Business). The updated order will carry over to future meetings unless it changes again before the next meeting.

2.7.3.4 Here, you can review the 'Suggested Agenda Items' (New Business) or details for the meeting.

2.7.3.5 Click the linked agenda item name of the item you would like to review. Preview agenda item box will appear containing the suggested agenda item name, raised by, date created, purpose, description, and files (if attached). You can edit an agenda item by clicking the 'Edit' button to update its details. You will also be able to view information such as the date, time, and the name of the person who last updated the agenda item.



2.7.3.6 You can review who suggested agenda items by clicking on the hyperlinked agenda item name, which opens up 'Preview Agenda Item' box. At the top of the preview modal, look for 'Raised By', as this will tell you who proposed this item. This field can be edited to update the name of the member who raised the item, if different from the original creator.

Note

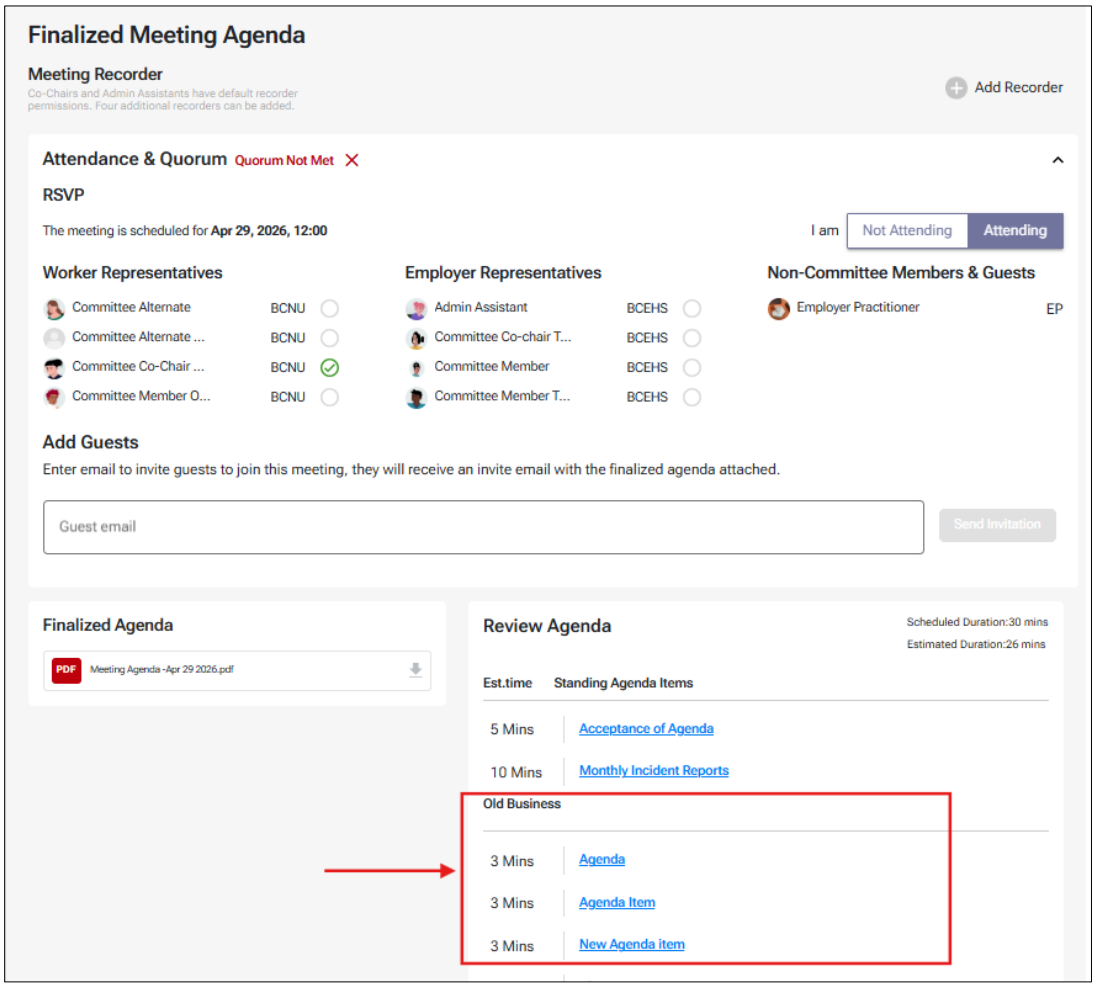
- The name associated with 'Raised By' can be updated from the original creator of the agenda item to the committee member who raised the item.

2.7.4 Reviewing Old Business Items

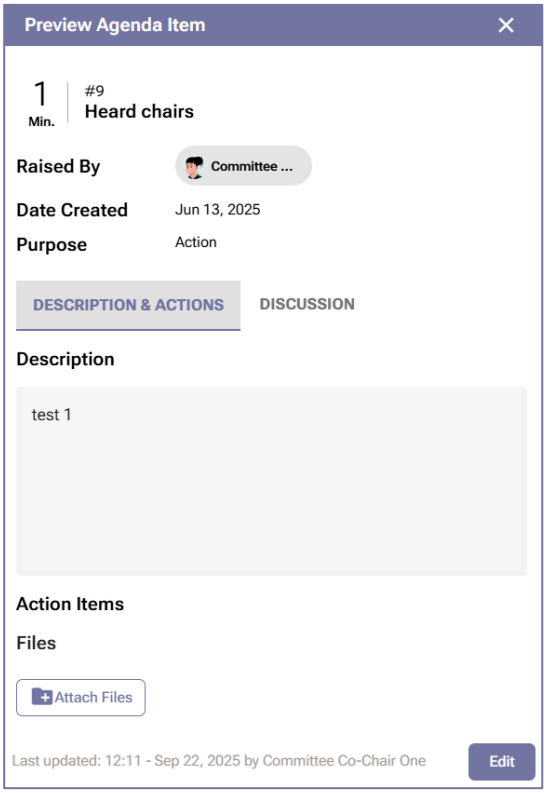
2.7.4.1 As a Committee Member, particularly a Co-Chair, you will need to review old business agenda items to know the status of action items to report updates to the system.

2.7.4.2 To do this, In the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page screen is where you can review most recent attendance and quorum status, add guests, review the finalized agenda (standing agenda items and new/old business).

2.7.4.3 To review ‘Old Business’ items, select the agenda item (hyperlinked) in the box. The Co-Chairs or Admin Assistant or Meeting Recorder role can remove or rearrange old business items.



2.7.4.4 When you click on the hyperlinked agenda item name ‘Old Business’ item or Standing Agenda Item, a preview window will appear that contains the details of the previous meeting’s discussion notes, and the status of the action item(s) associated with it. By clicking the ‘Edit’ button in the bottom-right corner of the preview mode, you can update fields such as Agenda Item Name, Raised By, Duration, Purpose, and Description. You will also be able to view the “Last Updated” details, including the time, date, and member who made the changes.



2.7.5 Opening and Accepting a Meeting Invite (ICS File)

Depending on the email program committee members and guests use, the ICS file process may look different. However, the general process is described below.

2.7.6 Receiving the Invite

Email Notification - The user receives an email notification with the meeting invite attached as an ICS file. This email is usually sent by the OHS Resource Centre system, which manages the calendar invites.

2.7.7 Opening the ICS File

2.7.7.1 Email Client - Open the email containing the ICS file attachment. Most email clients (such as Outlook, Gmail, and Apple Mail) display the ICS file as an attachment or within the email body.

2.7.7.2 Download/Preview - Click on the ICS file to either download it to your device or preview it within the email client. In most cases, clicking on the file will automatically be displayed, and you can add it to your calendar.

Note

- You may get a security warning message; you need to allow the system to open and save the invitation.

2.7.8 Reviewing the Invite

Event Details - Review the meeting details, such as the date, time, location (if applicable), and any additional notes or agenda items included in the invite. This information is typically displayed in a pop-up window or within the calendar application interface.

2.7.9 Accepting the Invite

Calendar Application - Use your calendar application (such as Google Calendar, Microsoft Outlook, or Apple Calendar) to add the invite to your calendar.

Confirmation - You need to confirm your attendance using the OHS Resource Centre system. To see the steps, please see the ‘Confirming Attendance’ section.

2.7.10 Synchronization

Automatic Sync - Depending on your calendar settings, you may receive notifications or reminders as the meeting date approaches.

Note

- Currently, committee members will not receive notifications if a meeting is rescheduled. The system currently does not send automatic notifications for rescheduled meetings. Until the system can automate notifications, users must manually inform participants about the rescheduled meeting details. This can be done via email or other communication channels.

3. During the Meeting

3.1 Starting the Meeting

Actions During the Meeting

Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)

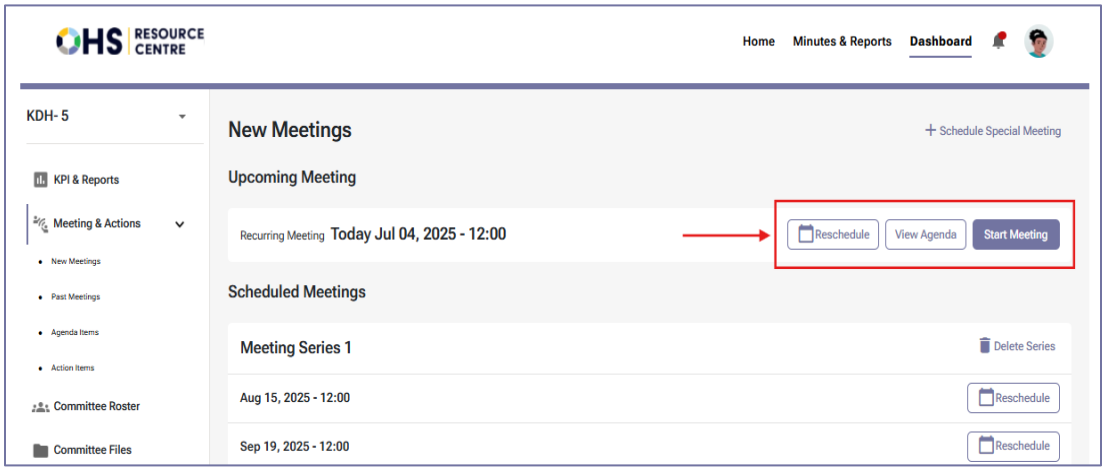
Committee Members with meeting recorder privileges.

The Co-Chair, Admin Assistants or Recorders are responsible for starting the meeting by confirming attendance. However, they can update the attendance at any point during the meeting and after the meeting is adjourned on the 'Edit Minutes' screen (before publishing the minutes). If a quorum is not met, the meeting will still proceed, and the participants will still be able to make decisions. To do this:

1. Click the 'Dashboard' tab on the page header.
2. Click on the committee's name and the 'Meeting & Actions' link.
3. Click 'New Meetings.'
4. Click 'Start Meeting' at the top of the screen.

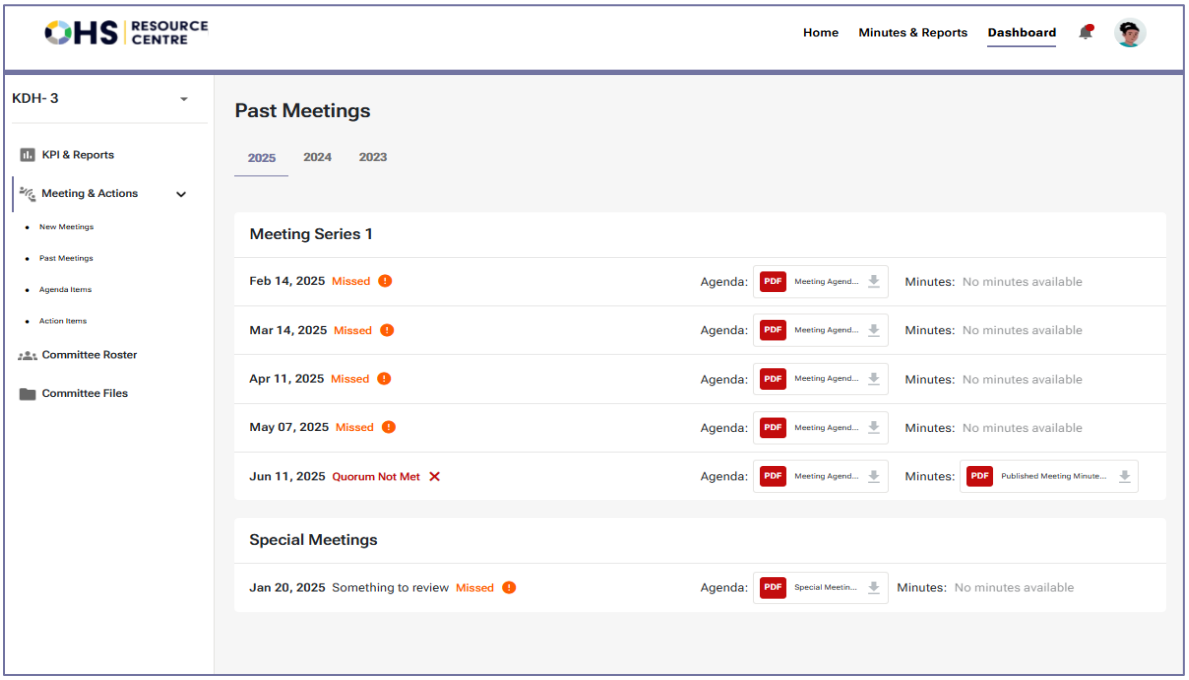
Note:

- Before starting the meeting, and only beforehand, a Meeting Recorder can use the 'View Agenda' button to access the order of agenda items and rearrange them if needed.

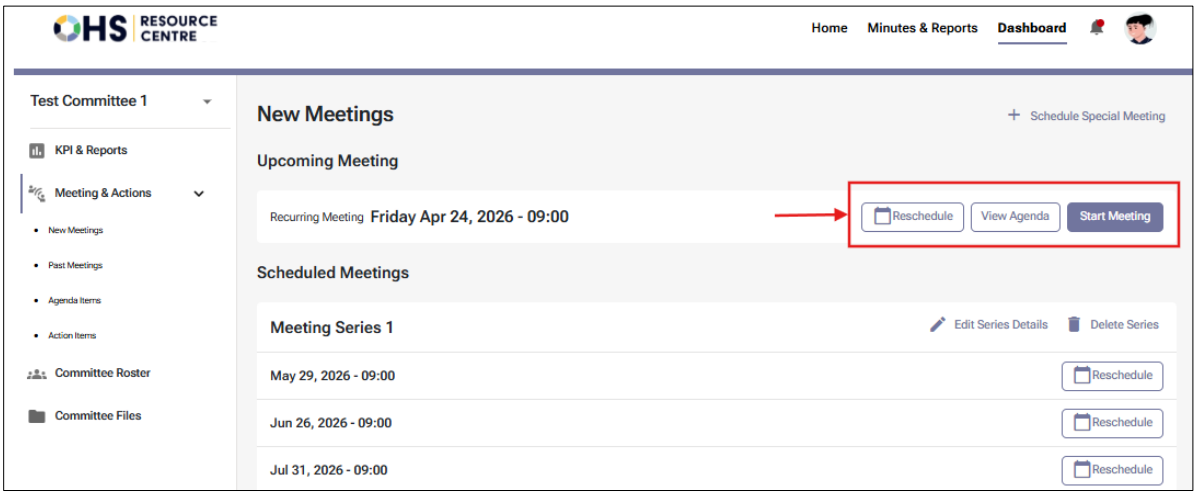


Note

- The ‘Start Meeting’ button is available 24 hours before and after the scheduled meeting time. If not used, the meeting will move to ‘Past Meetings’ and be marked as missed. Meetings can be rescheduled (by a Co-chair) to a new date in the following month, up to one day before the next scheduled recurring meeting. If it is not rescheduled within that time frame, the meeting will be marked as missed and will be unavailable for rescheduling.
- The rescheduled meeting will appear as a separate KPI on the KPI & Reports screen for Recurring Meeting Summary tile.



- A pop-up box will appear to confirm the start of the meeting. If you selected this button by mistake, you would have the option to go back.

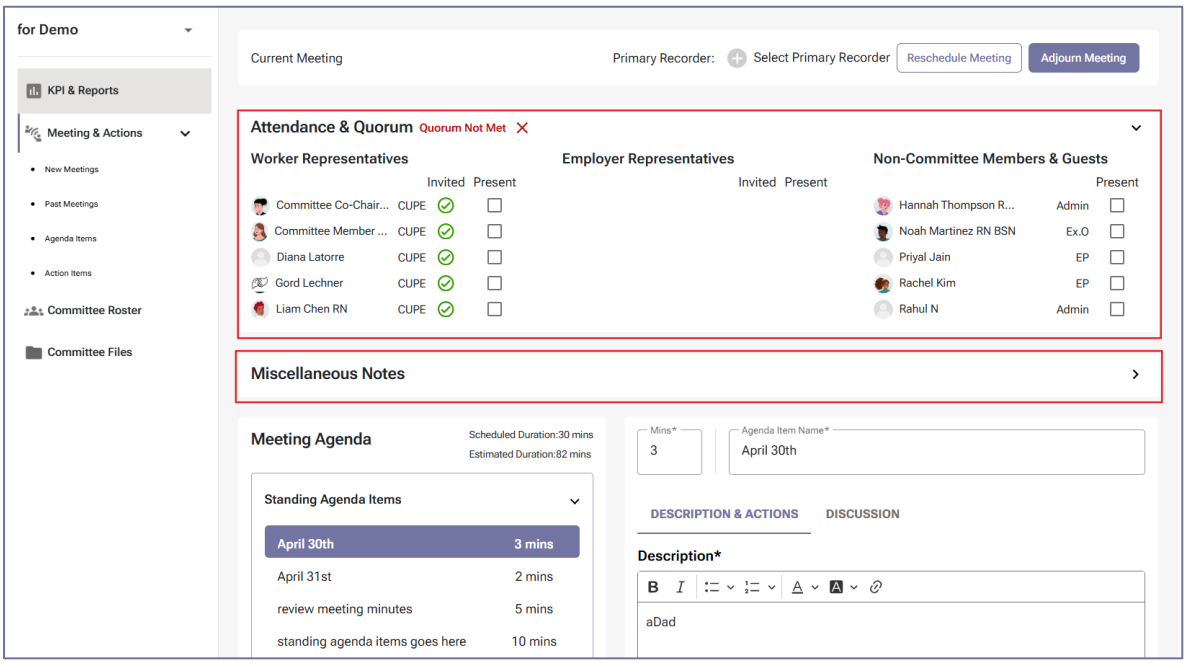


3.2 Check Attendance

- After clicking ‘Yes, Start Meeting’, you will be directed to the ‘Current Meeting’ page. Manually add attendees by selecting the ‘Present’ buttons in the ‘Attendance & Quorum’ section (screenshot below).
- The ‘Current Meeting’ page defaults to ‘quorum not met’. If a quorum is not met, you have the option to ‘Adjourn Meeting.’ Alternatively, if participants still wish to proceed without a quorum, the meeting can continue. In this case, the meeting minutes will indicate ‘quorum not met.’ You can still decide which agenda items to review, postpone, or take other actions on, and add or update action items.

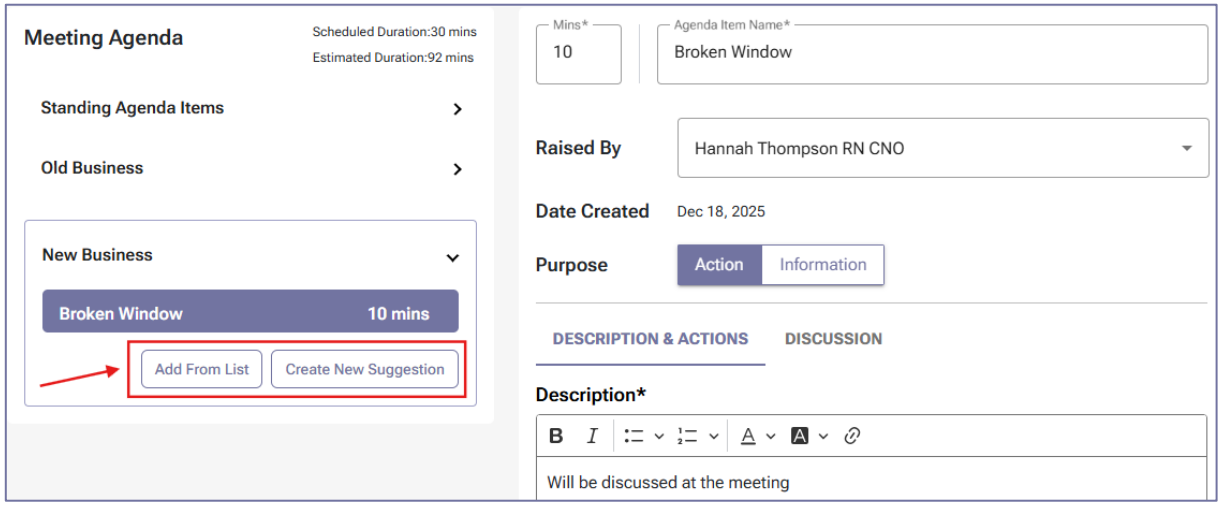
Note

- On the Edit Minutes screen (before publishing), you can update the attendance of current members or add a new committee member who was added to the roster after the meeting was adjourned.
- If quorum settings are changed after a meeting is adjourned, the changes will apply to all past meetings that have not been published.
- Once meeting minutes are published, future changes to quorum settings will not update those minutes.
- The Miscellaneous field (see screenshot below) can be used to record the name of any guest who attended the meeting or to capture and communicate relevant contextual information that does not fit into any other structured fields. Any text entered here will appear in the meeting minutes.



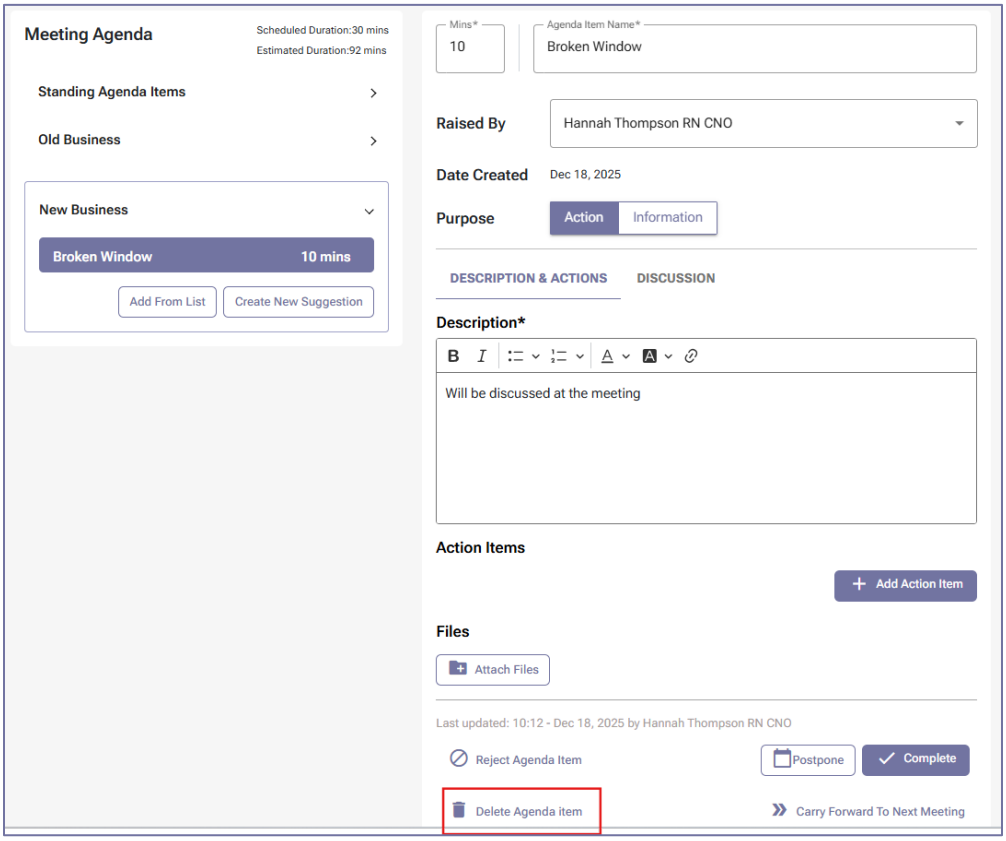
3.3 Add and Update Agenda Items

3.3.1 As the meeting discussion moves forward, the primary meeting recorder should use the ‘Add from List’ and ‘Create New Suggestions’ options in the ‘New Business’ section to include additional agenda items for discussion (refer to the screenshot below). The primary recorder should also take notes in the ‘Discussion’ field and add any relevant files or action items during the discussion in standing as well as old/new business agenda items. Detailed instructions on how to do this will be provided later, with an example in the ‘Old Business’ section.’



Note

- If new suggestions are added during the meeting, the recorder will be listed as the owner (raised by) of the new agenda items. This can be edited later to reflect the name of the member who actually brought forward the item.
- Regardless of how an agenda item came to be listed under New Business, you can delete it using the ‘Delete Agenda item’ button on the Meeting Agenda page.



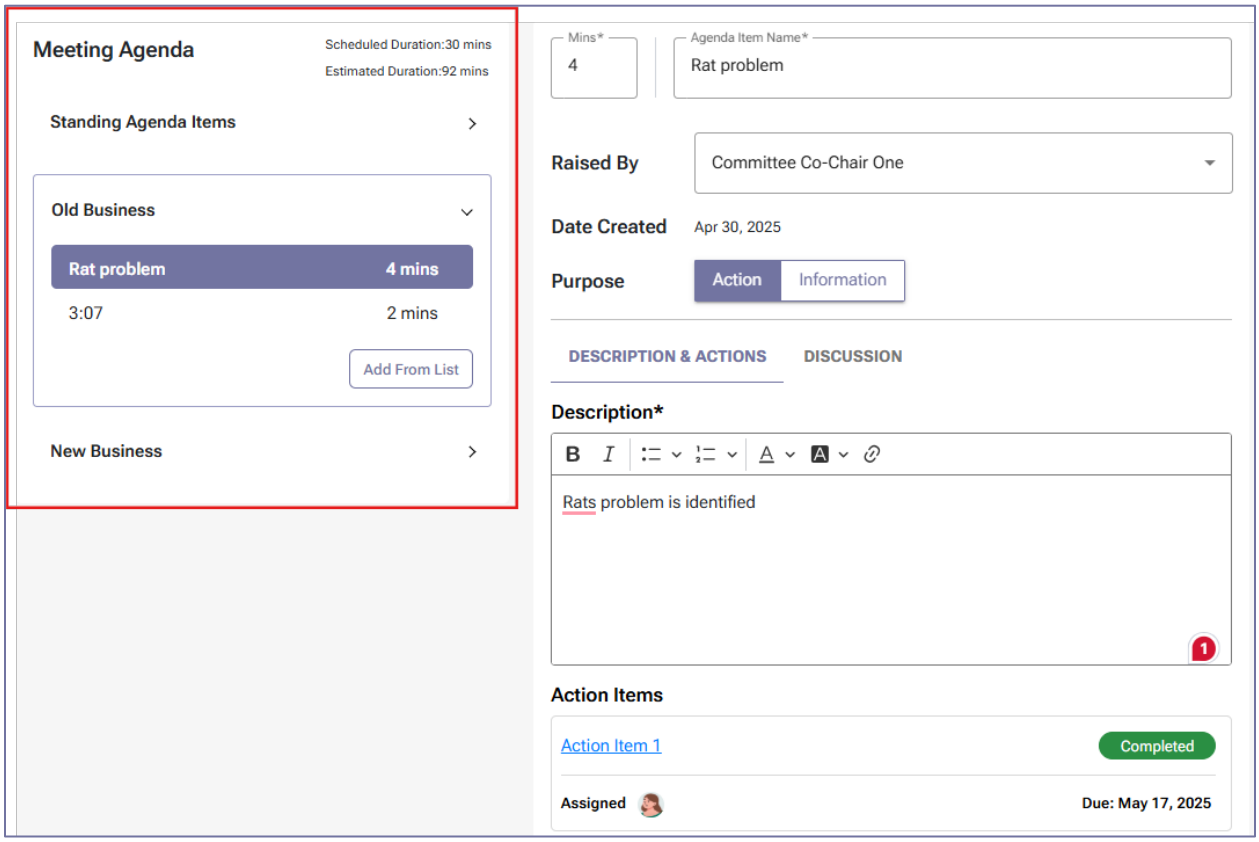
3.3.2 Once the agenda item has been discussed, the recorder can decide the status of agenda items by selecting one of the following options (more detail will be explained later in this manual):

- **Postpone:** if a decision has not been made or needs further discussion, the recorder can postpone it by # month(s) to review it in a later meeting. The item will automatically populate on the agenda for the meeting month you selected, but the system allows you to manually add it to the agenda if the committee wishes to discuss it earlier.
  Note: A long-running agenda item is an agenda item that has been postponed for more than three months (default), but that can be adjusted by the committee co-chairs to up to 12 months.
- **Carry Forward to Next Meeting:** If a decision has not been made or needs further discussion, and the committee decides to review it in the next meeting, the agenda item will automatically appear on the agenda for the next meeting.
- **Complete:** If the agenda item discussion has no outstanding items to cover.
- **Reject Agenda item:** if the committee decides that the agenda item is not necessary or relevant anymore.
- **Delete Agenda item:** A New Business agenda item can be deleted if the committee agrees deletion is appropriate.

Note

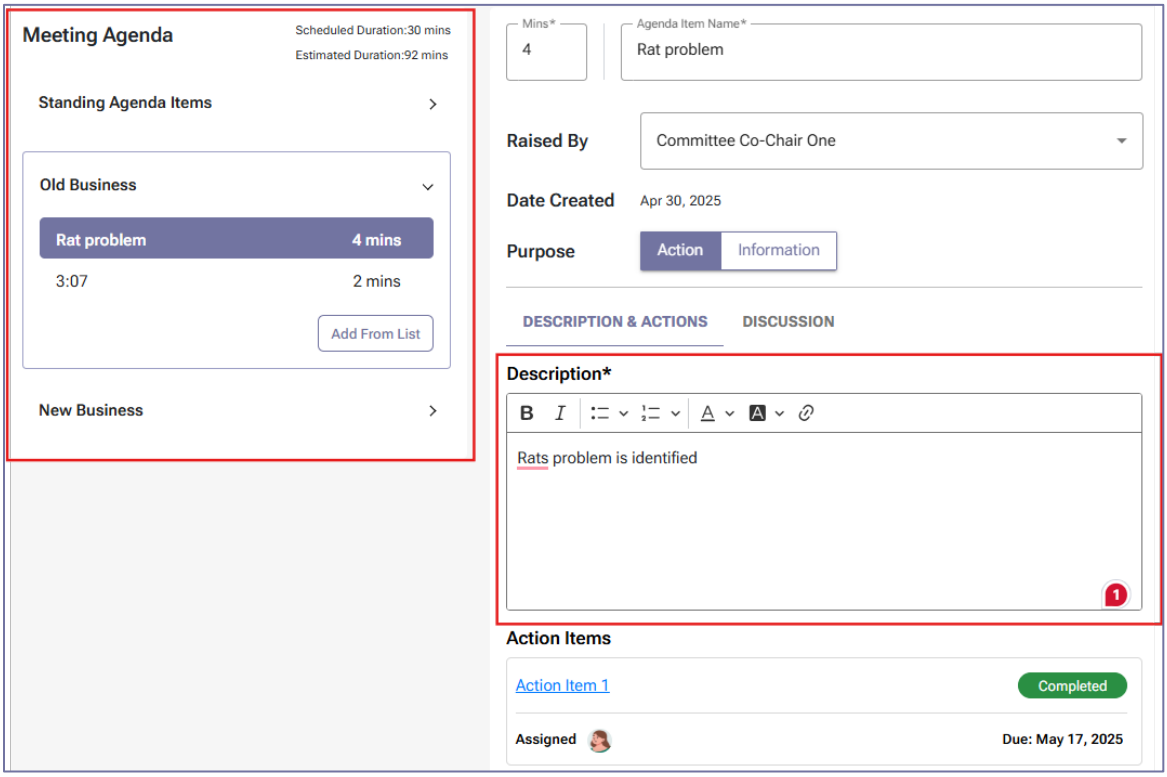
- If an agenda has an open action item, you cannot complete or reject the agenda item. The action item(s) will need to be completed or cancelled.

3.3.3 Depending on how the recorder facilitates the meeting, they can move to the next section of the business. In the example below, the recorder is selected to move onto ‘Old Business’ (see highlighted box).



3.3.4 In the Old Business section, click the item you want to discuss. This will highlight it and open fields for editing. The Description field is for a short summary of the agenda item (up to 500 characters). The Discussion box is for detailed meeting notes (up to 32,000 characters).

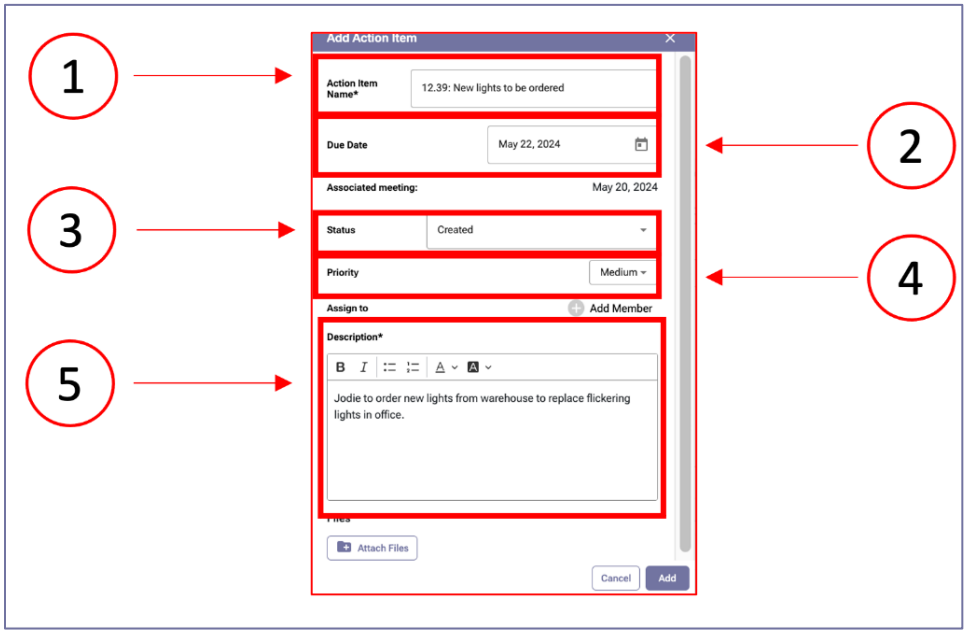
3.3.5 From this form, you can add action items. When you select ‘+ Add Action Item’, a pop-up box will appear where you can enter details of the action items.



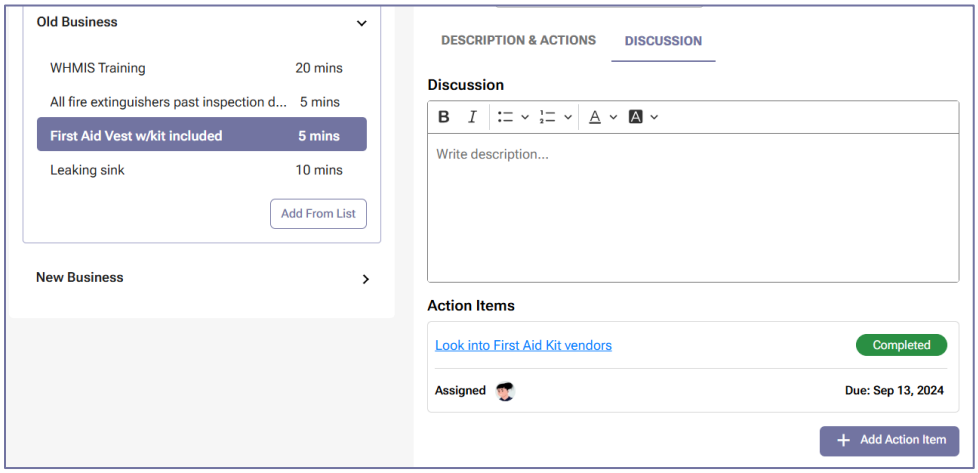
3.3.6 In the pop-up box that appears after you select '+ Add Action Item', complete the pop-up box as thoroughly as possible to ensure that the action item can be clearly understood and communicated to those responsible. As you will see in the screenshot below:

- Highlighted box number 1 displays the name of the action item.
- Highlighted box number 2 displays the due date of the action item
- In highlighted box number 3, you can choose from a range of options that matches the status of the action item (e.g., 'Created', 'Assigned', 'Completed' etc.).
- In highlighted box number 4, the recorder should mark the action item according to its agreed priority level,
- In highlighted box number 5, the system allows the recorder to capture description/discussion notes.

3.3.7 In this pop-up box, the recorder can also attach files, assign member(s) who are responsible for the task, and cancel/add the task to the record.

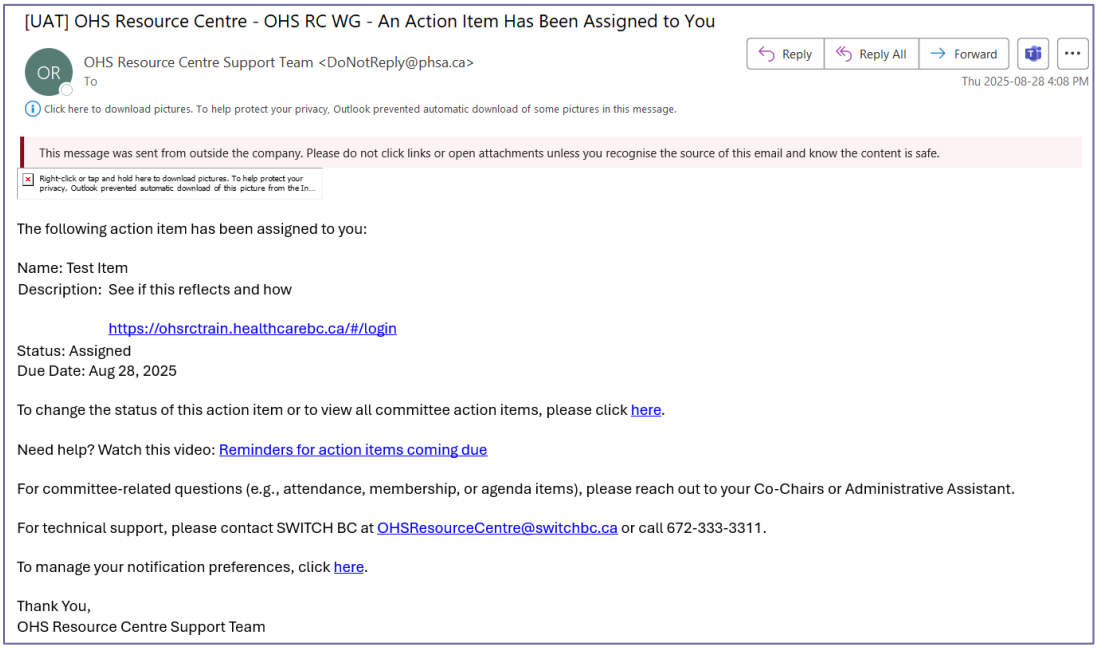


3.3.8 When you have provided all the details about the action item, click the 'Add' button in the pop-up box. The action item is recorded in the 'Action Items' section (shown below). Committee members assigned to this action item will also receive an email and RC notification confirming the task and providing details (see second screenshot below).



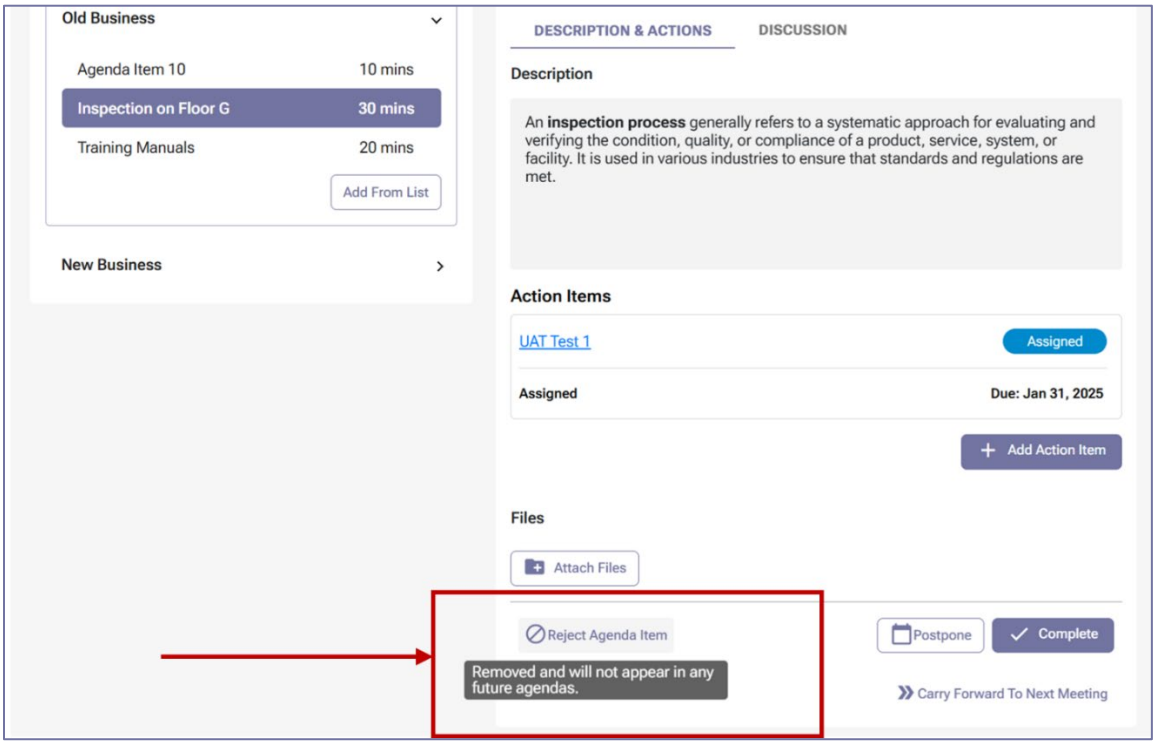
Note

- Action items can be added under any agenda items: Standing, Old, or New Business.

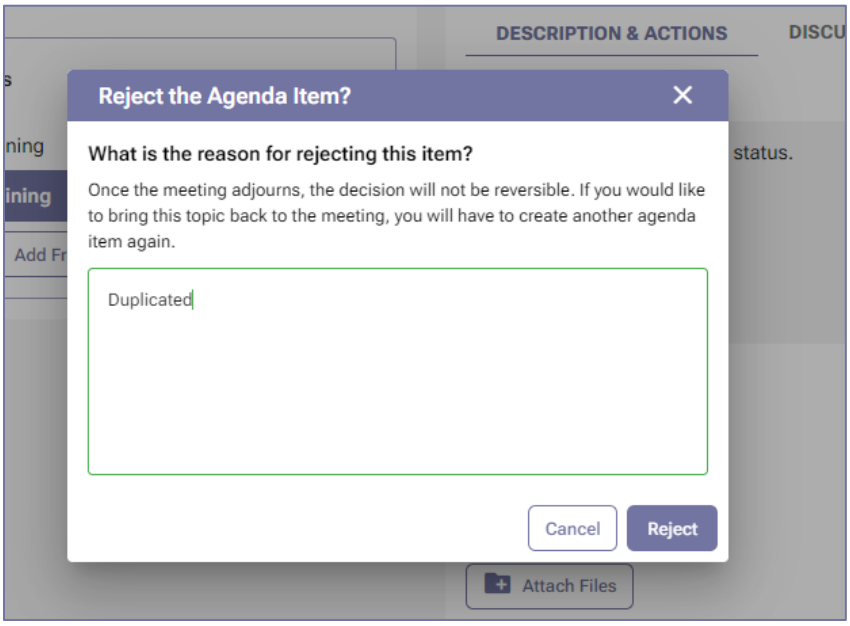


Reject Agenda item

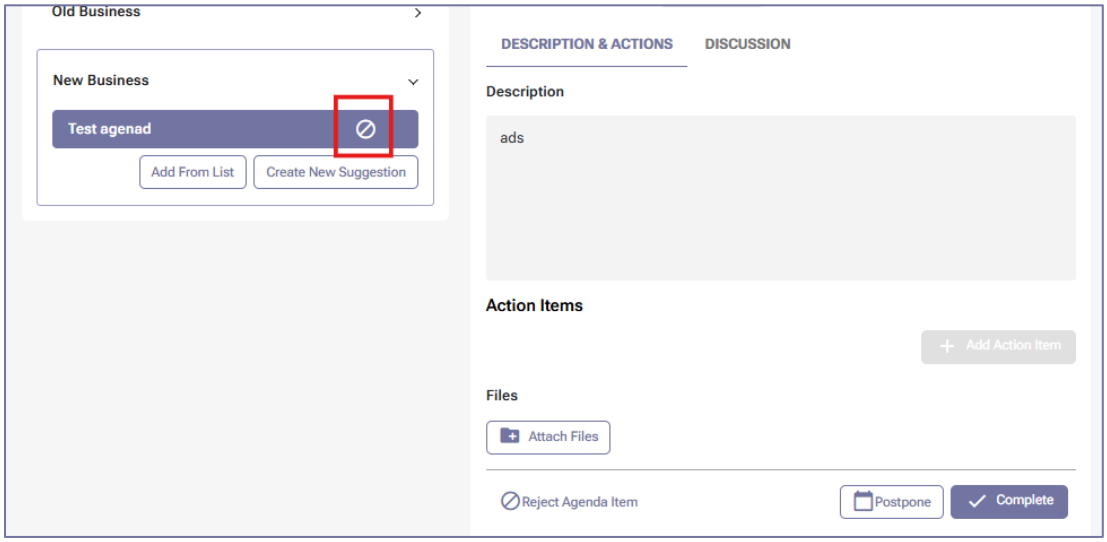
3.3.9 Select 'Reject Agenda Item' to remove an agenda item. Once this option is selected, a pop-up box will appear. A hover-over text for Reject button displays the corresponding actions to enhance clarity on their functionality (see screenshot below).



In the pop-up box, leave as much detail as possible as to why this item is to be rejected from the meeting agenda. After completing the description, select the 'Reject' button. If a pop-up appears at the top of the screen that states, 'Cannot reject or complete agenda item. Please close all agenda action items.' This is because all action items associated with agenda items must be closed (closed means either being completed or cancelled).

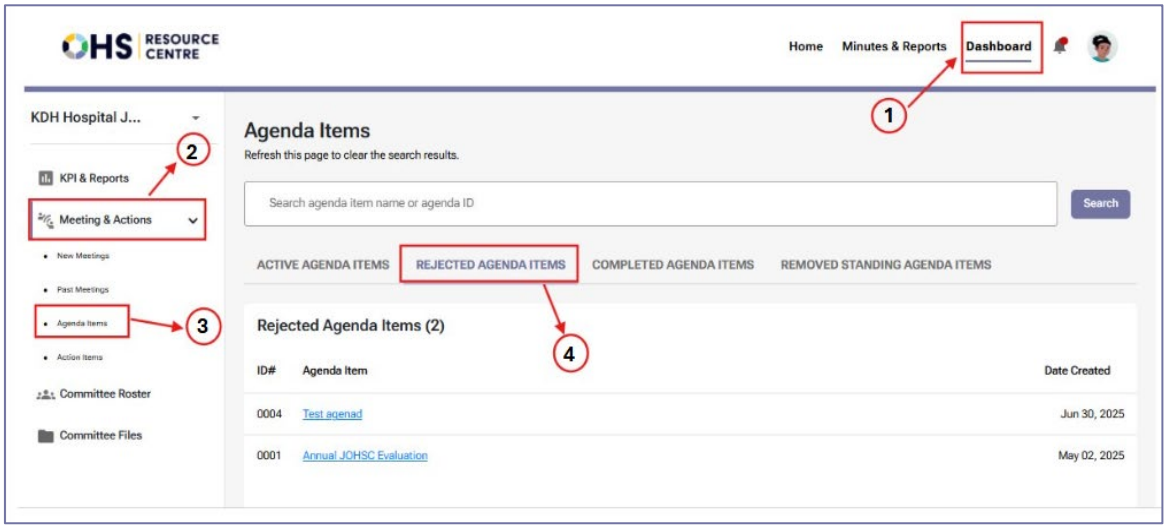


3.3.10 Once the item has been rejected, a rejected icon will appear next to it (see screenshot).



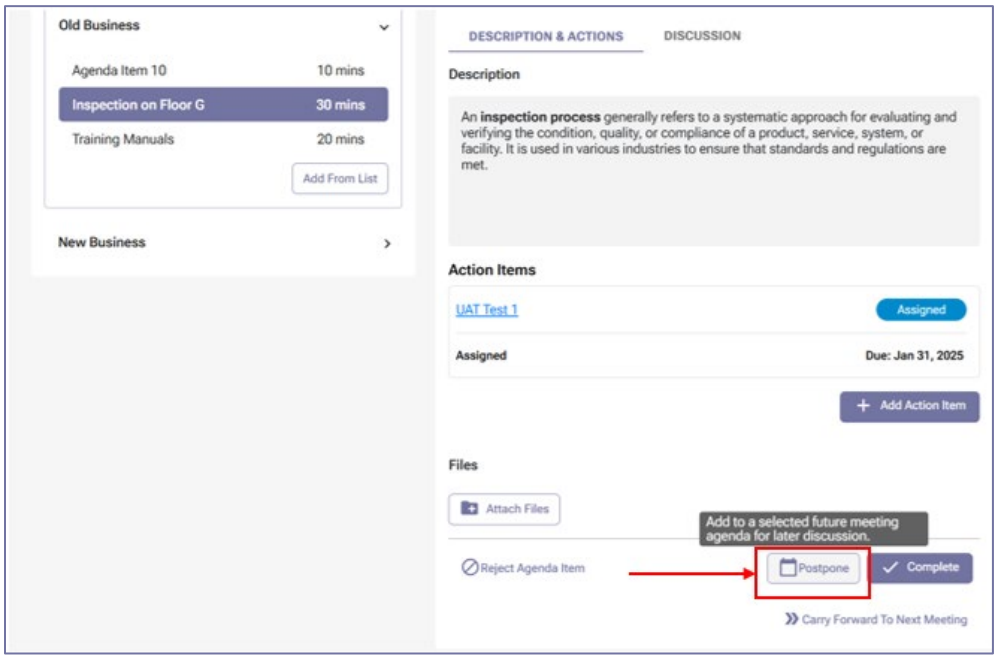
3.3.11 In addition, you can also check all the rejected agenda items with the following structure:

- Click the ‘Dashboard’ tab on the page's header.
- Click on the committee's name you want to check the rejected agenda items, and then click on the ‘Meeting & Actions’ link.
- Click on the ‘Agenda items’ link and select the ‘Rejected Agenda Items’ tab.



Postponing an Agenda Item

3.3.12 To postpone an agenda item, click the "Postpone" button at the bottom of the form. A pop-up box will appear. A hover-over text for the "Postpone" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).

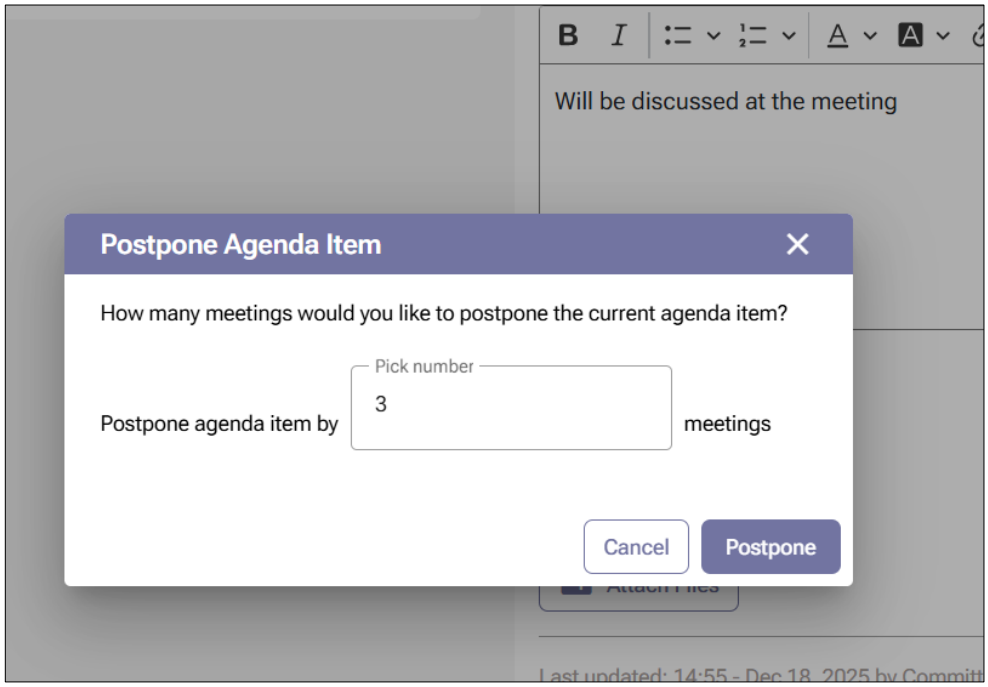


3.3.13 In the pop-up box, you will be given an option to choose for how long the item will be postponed. The longest you can postpone the agenda item is to the eleventh future meeting. Postponing the action item to the very next meeting will be the same as carrying forward to the next meeting functionality.

Note

- It is important to note that these decisions and functions can only take place during the meeting and with consensus from the committee members. If the quorum is not met for the meeting, the recorder and attendees will still be able to make decisions (postpone, reject, complete, or carry forward to the next meeting) on an agenda item.

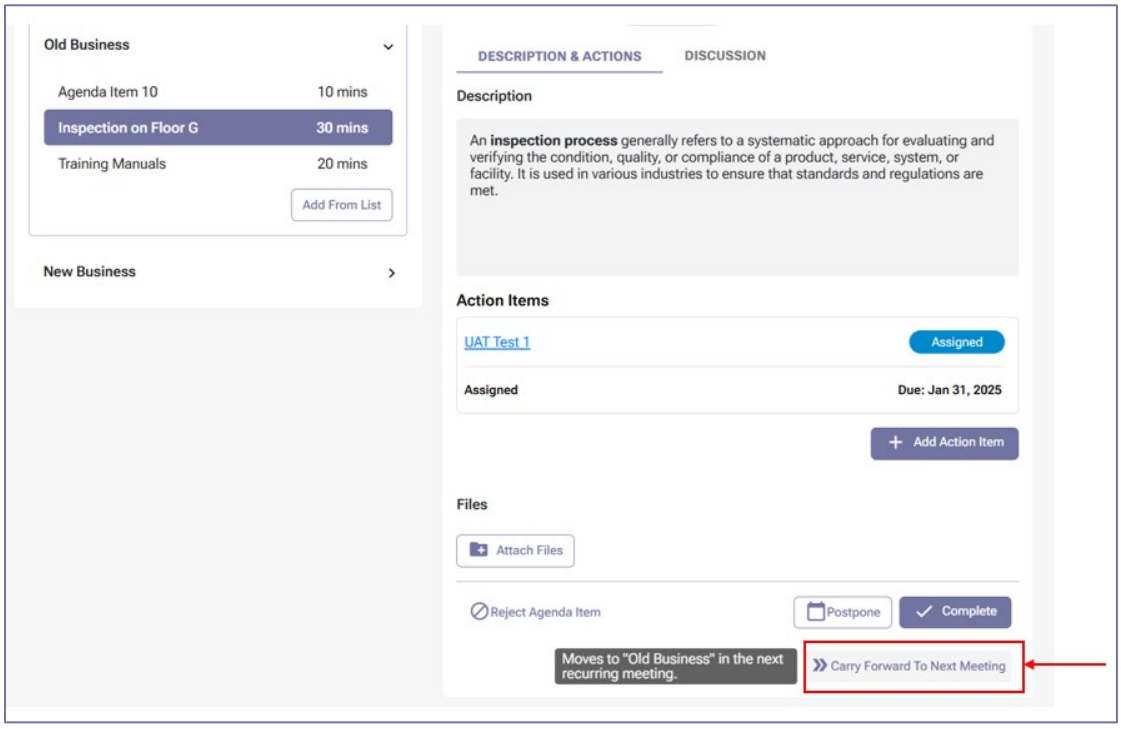
3.3.14 When the meeting for the postponed action item occurs in the following month, it will automatically be placed into the 'Old Business' section. However, if you have postponed the action beyond the date of the very next meeting (e.g., it is postponed to the third future meeting), the agenda item will only appear in the 'Old Business' section on this date. If needed, you can add it to an earlier meeting.

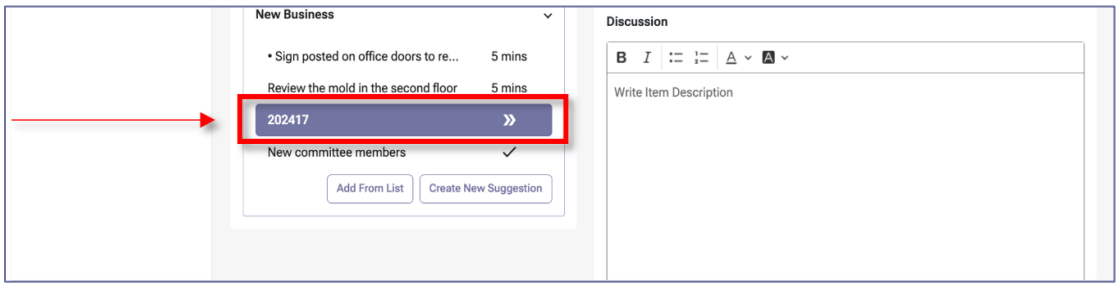


Carry Forward to Next Meeting

3.3.15 To carry forward to the next meeting, select the 'Carry Forward to Next Meeting' option at the bottom of the form (see the screenshot below). Selecting this option will add arrows to indicate that the item has been carried forward (see the second screenshot). A hover-over text for the "Carry Forward To Next

Meeting" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).

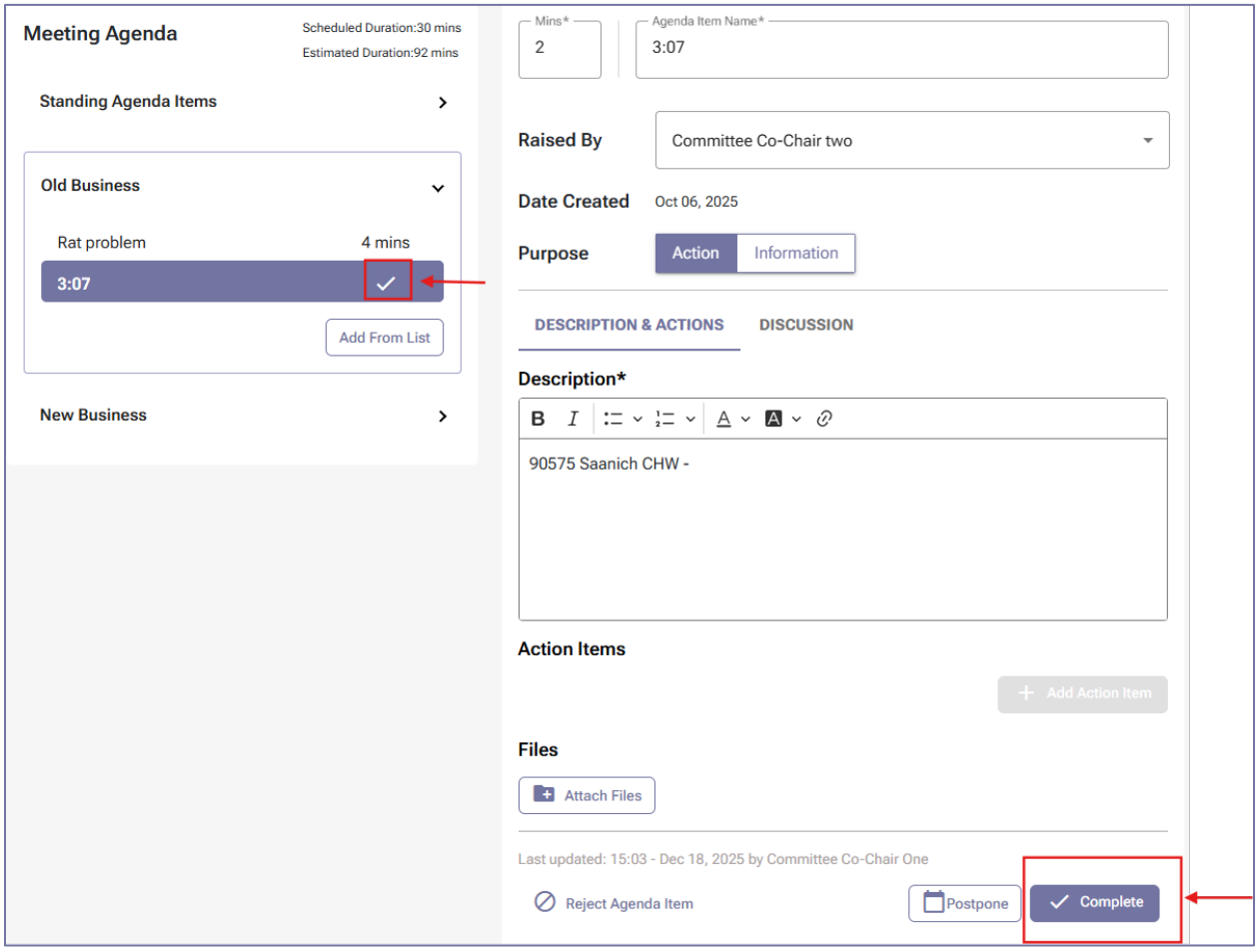


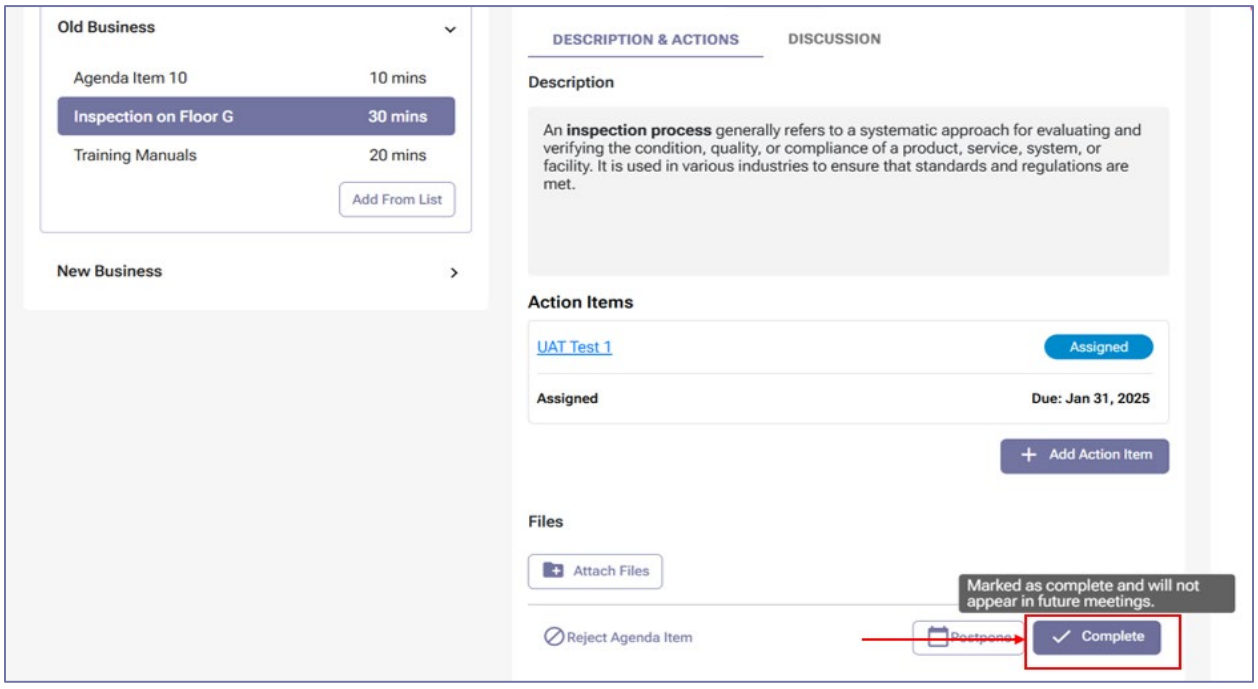


3.3.16 If there are agenda items left undiscussed, or a decision has not been made on it at the end of the meeting, it will automatically be carried forward to the next recurring meeting.

Complete an Agenda Item

3.3.17 To close an agenda item that the committee has finished discussing, select the ‘Complete’ option at the bottom of the form (see screenshot below). When this is selected, the system adds a checkmark to denote that this item has been completed. A hover-over text for the "Complete" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).


Meeting Agenda
Scheduled Duration:30 mins
Estimated Duration:92 mins
Standing Agenda Items
Old Business
Rat problem
4 mins
3:07
Add From List
New Business
Mins*
2
Agenda Item Name*
3:07
Raised By
Committee Co-Chair two
Date Created
Oct 06, 2025
Purpose
Action
Information
DESCRIPTION & ACTIONS
DISCUSSION
Description*
90575 Saanich CHW -
Action Items
Add Action Item
Files
Attach Files
Last updated: 15:03 - Dec 18, 2025 by Committee Co-Chair One
Reject Agenda Item
Postpone
Complete

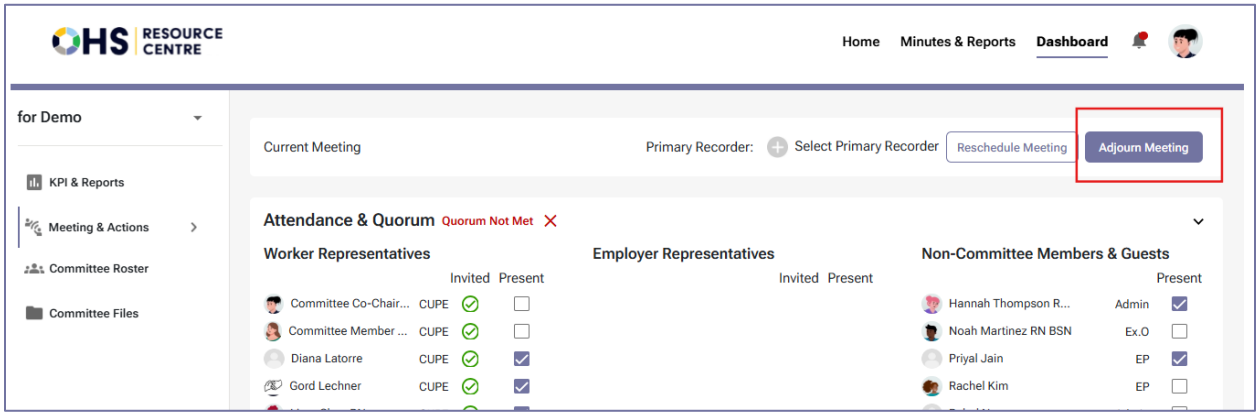

Old Business
Agenda Item 10
10 mins
Inspection on Floor G
30 mins
Training Manuals
20 mins
Add From List
New Business
DESCRIPTION & ACTIONS
DISCUSSION
Description
An inspection process generally refers to a systematic approach for evaluating and verifying the condition, quality, or compliance of a product, service, system, or facility. It is used in various industries to ensure that standards and regulations are met.
Action Items
UAT Test 1
Assigned
Assigned
Due: Jan 31, 2025
Add Action Item
Files
Attach Files
Marked as complete and will not appear in future meetings.
Reject Agenda Item
Postpone
Complete

3.4 Adjourn the Meeting

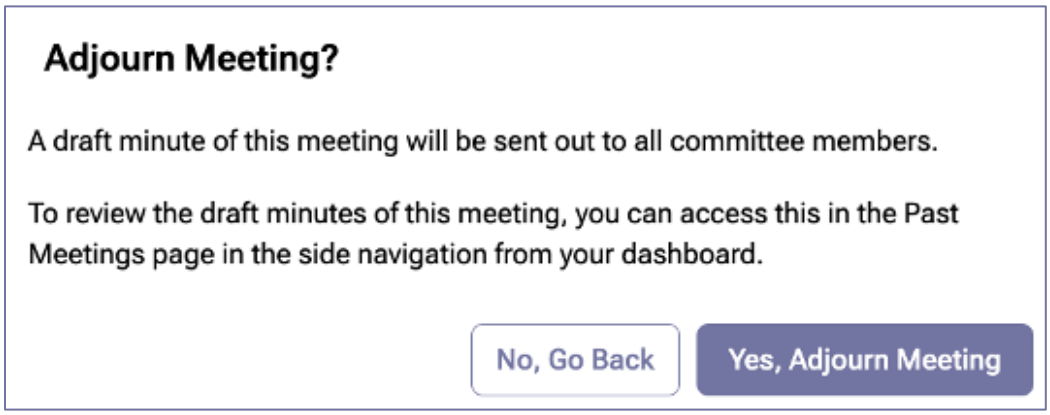
3.4.1 After reviewing all agenda items, when the meeting time is up, or for any other reason deemed appropriate, select the primary recorder from the drop-down list and click the 'Adjourn Meeting' button (see screenshot below). If the 'Adjourn meeting' button has not been selected at any point during the meeting, the system will automatically adjourn the meeting 24 hours after you click the 'Start Meeting' button. In this case, the Primary Recorder field will be left blank in the draft minutes and must be selected on the Edit Minutes screen before publishing the minutes.

Note:

- Make sure all action items are added to their respective agenda items before the meeting is adjourned. After a meeting is adjourned, existing action items can be edited (from the Past Meetings page, using the 'Edit Minutes' button) but new ones cannot be added.



3.4.2 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



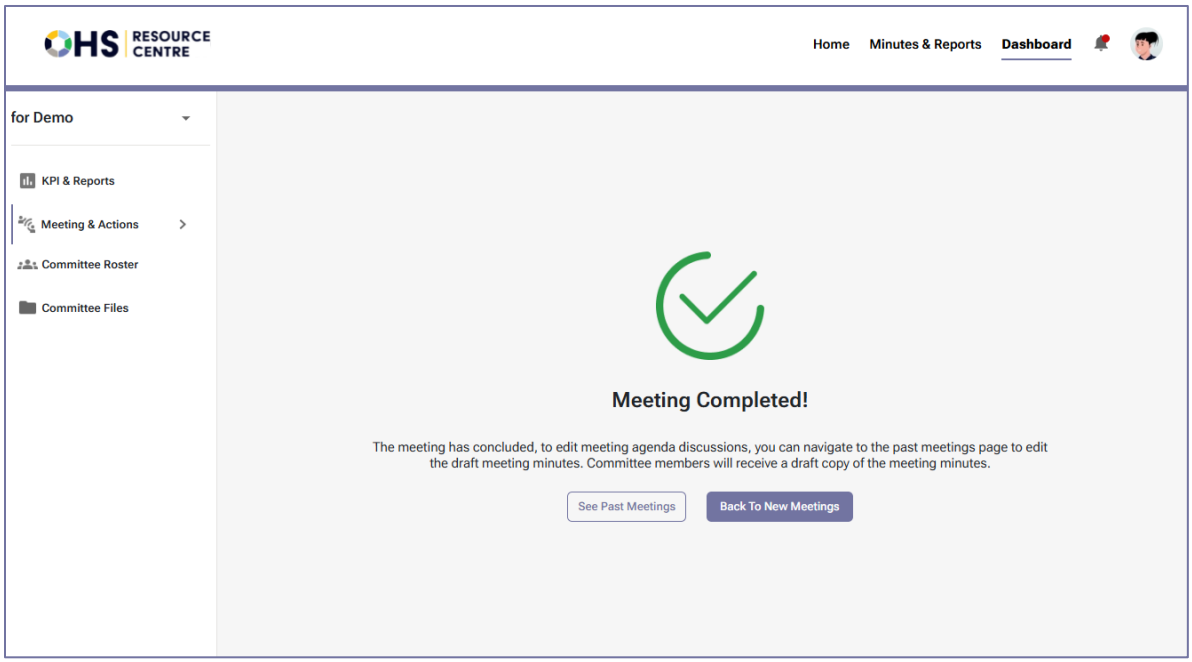
4. After the Meeting Is Adjourned

4.1 Actions After the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee members with meeting recorder privileges

4.1.1 Once the meeting is adjourned and the 'Adjourn Meeting' button is selected, the system will display the message shown in the screenshot below. This is your confirmation that the meeting has ended, and all discussion notes and action items will be issued to the attendees in a Draft Minutes Meeting PDF.

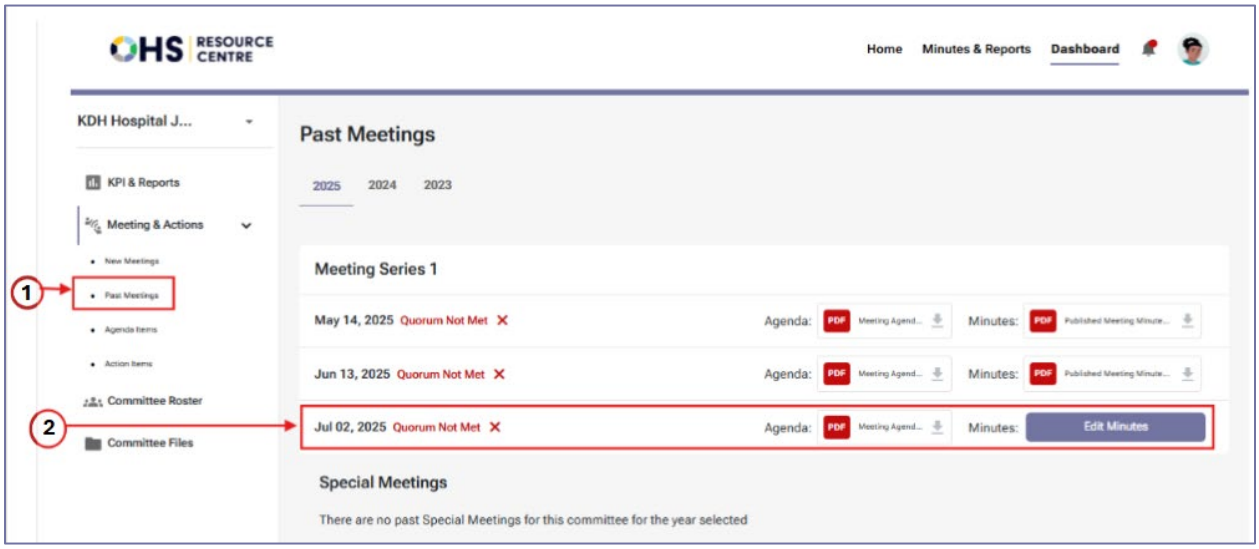


Note

- Action items marked as 'Completed' or 'Cancelled' will no longer appear in future meeting minutes or the meeting interface.

4.1.2 The meeting will no longer exist in the 'New Meetings' schedule, and it will appear in the 'Past Meetings' section (below screenshot, highlighted box number 1). Look for the meeting date that your meeting was held (highlighted box number 2) to access the agenda and minutes.
In the 'Past Meetings' section, you may see the following options depending on your role:

- Committee Co-Chair, Admin Assistant, and Committee members with meeting recorder privileges roles:
- Download the ‘Finalize agenda’ (PDF)
- Have the ‘Edit Minutes’ functionality
- Committee members role
- Download the ‘Finalize agenda’ (PDF)



4.1.3 If the meeting was adjourned, with or without meeting quorum, in the ‘Past Meetings’ section, you will see the ‘Finalized Agenda’ along with finalized minutes if they have been published. In case of missed meetings, only the finalized agenda can be seen.

Note

- The regular members must review the draft meeting minutes and make the co-chair, admin assistant and/or recorder(s) aware of any changes required.

4.2 Editing the Meeting Minutes

Applies to:

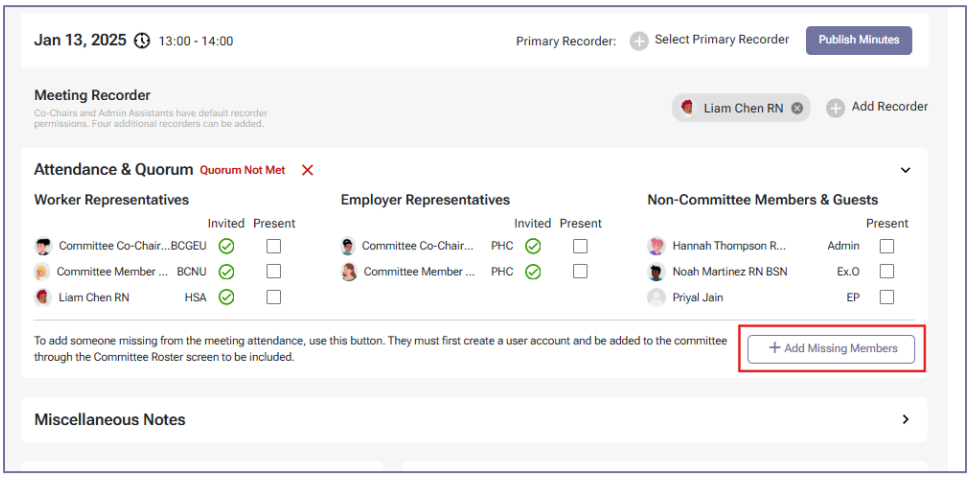
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

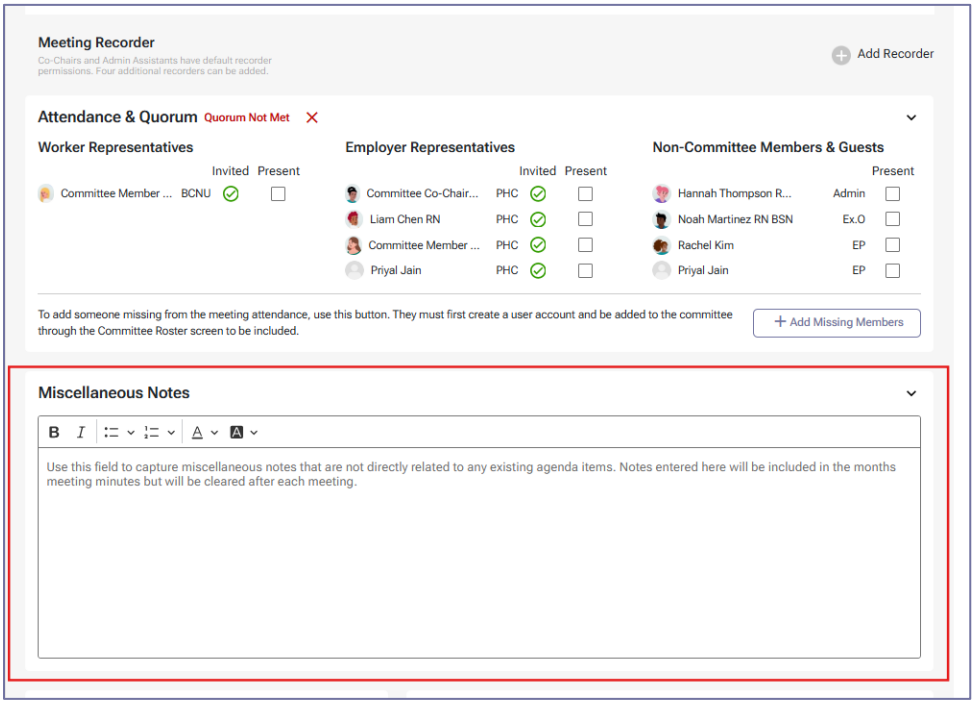
4.2.1 Once the meeting is adjourned, all committee members will receive a notification with an attachment to download or edit the meeting minutes based on their role (see ‘Actions After the Meeting’ - 4.1.3 section). This link directs users to the Past Meetings page.

Note

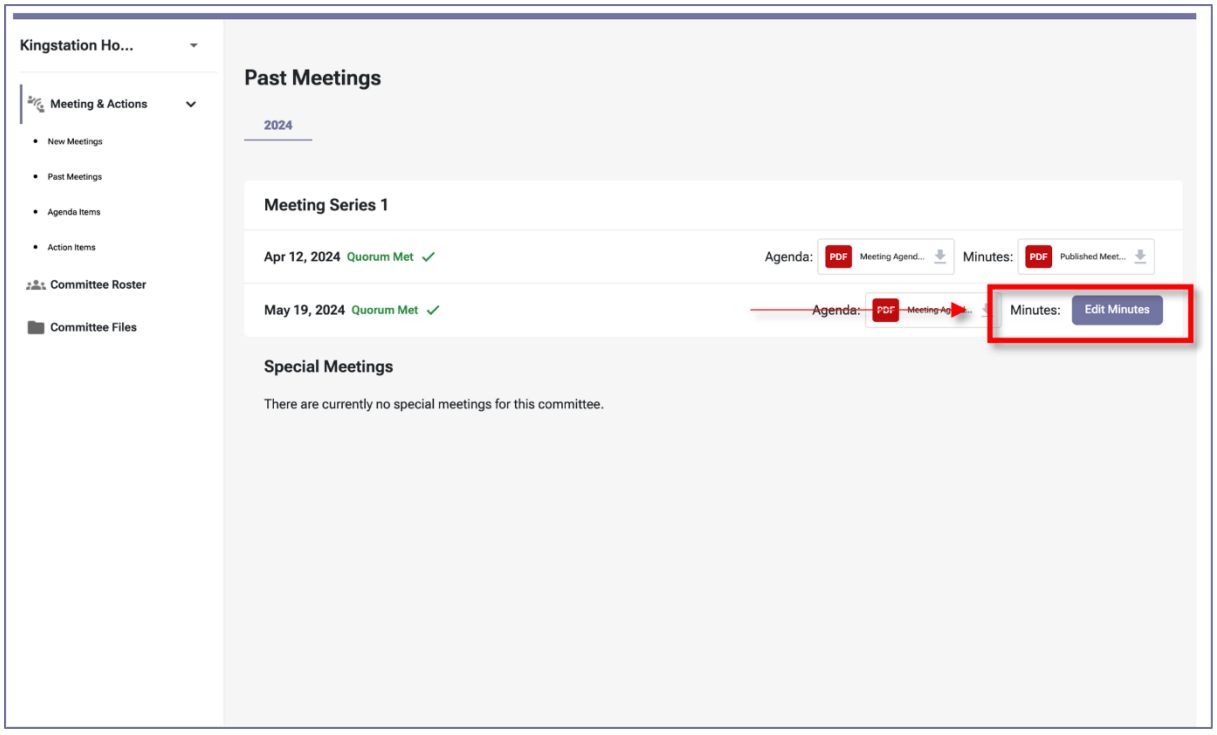
- Only the Co-chair, Recorder, and Admin Assistant will have access to edit the draft meeting minutes.

  These roles can perform the following actions before the minutes are published:
  - Edit the Primary Recorder
  - Add an additional recorder
  - Edit the attendance of current members
  - Add a new committee member who was added to the roster after the meeting adjourned by clicking the "+Add Missing Member" button. This ensures anyone who attended the meeting—but was not on the original attendee list—is included and counted toward quorum. (See the screenshot below.)
  - Use the Miscellaneous Notes field to capture and communicate any relevant contextual information that doesn't fit into structured fields.
  - Edit the agenda items fields like Name, Duration, Purpose, Description and Discussion.
  - Add/remove attachments of the agenda items, and
  - Add new action items and edit the existing ones (update name, due date, status, assignee, description, and add/remove files fields)





4.2.2 To edit the meeting minutes, navigate to 'Past Meetings' screen, where you will find the non-finalized meeting minutes (see screenshot).

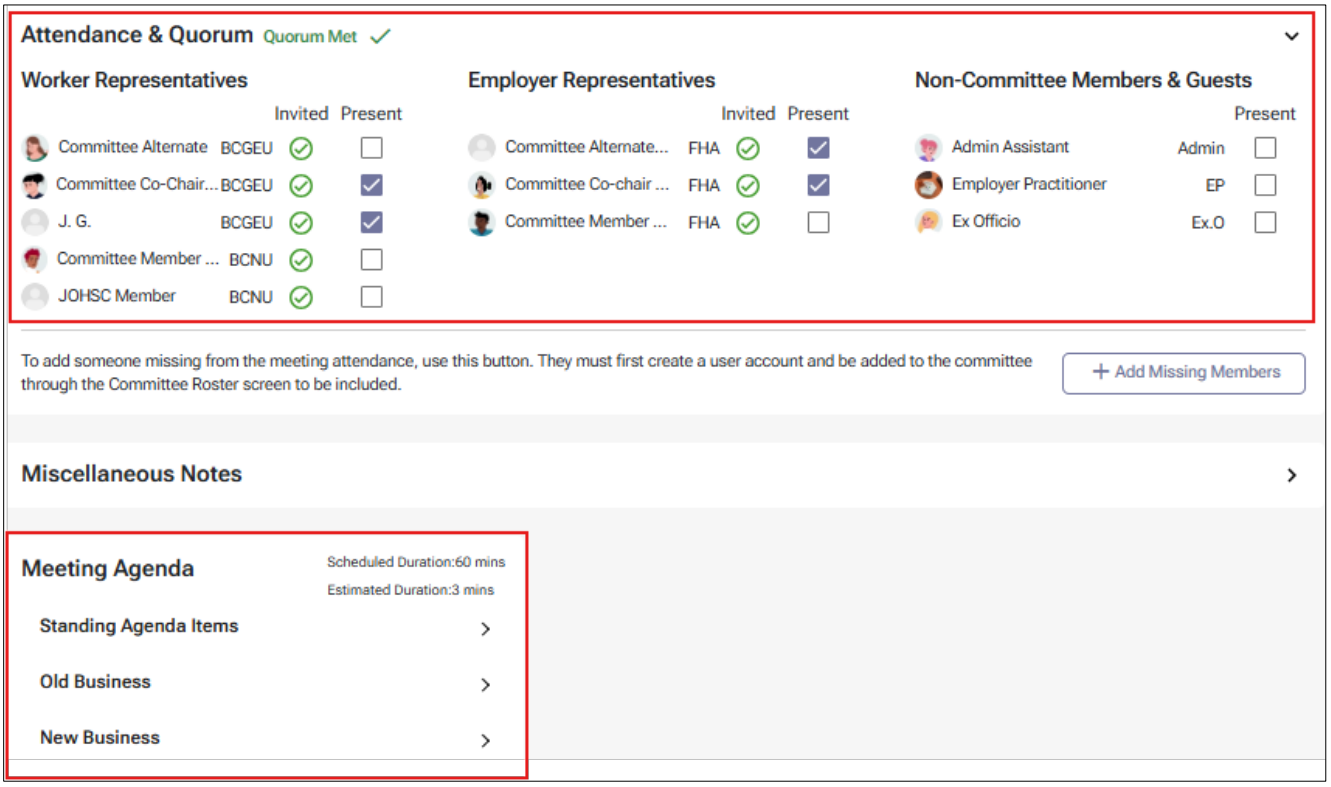


4.2.3 When you select the 'Edit Minutes' button, you will be directed to the 'Meeting Recorder' page (see screenshot). From here, ensure that all details are correct,

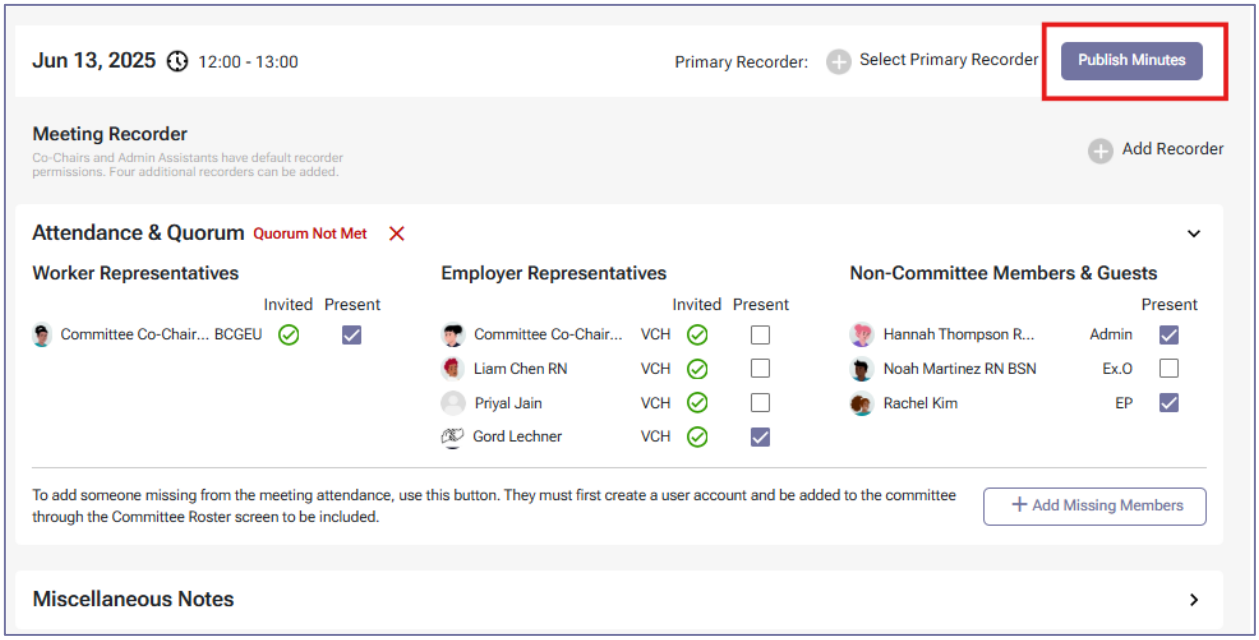
including a review of the ‘Attendance’, ‘Standing Agenda Items, Old Business’ and ‘New Business’ (highlighted).

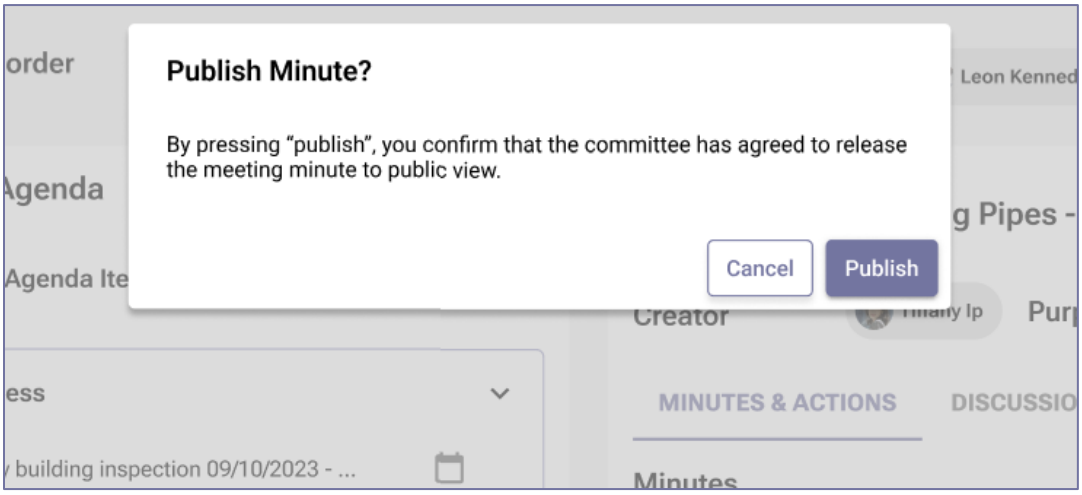
Note:

- Users can also access the draft meeting minutes PDF in the “Committee Files” section, in addition to email or OHS Resource Centre notifications that the user received.

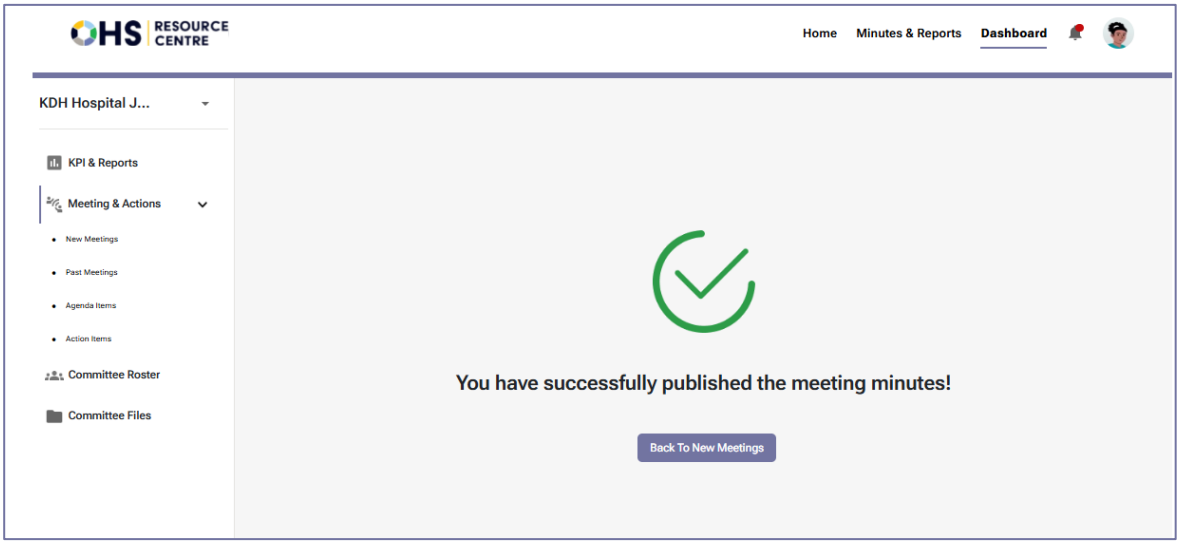


4.2.4 If all details are accurate in the ‘Attendance’ and ‘Meeting Agenda’ section, select the ‘Publish Minutes’ button at the top of the screen (see screenshot below). When this is selected, a pop-up box will appear for you to confirm this action (see second screenshot).

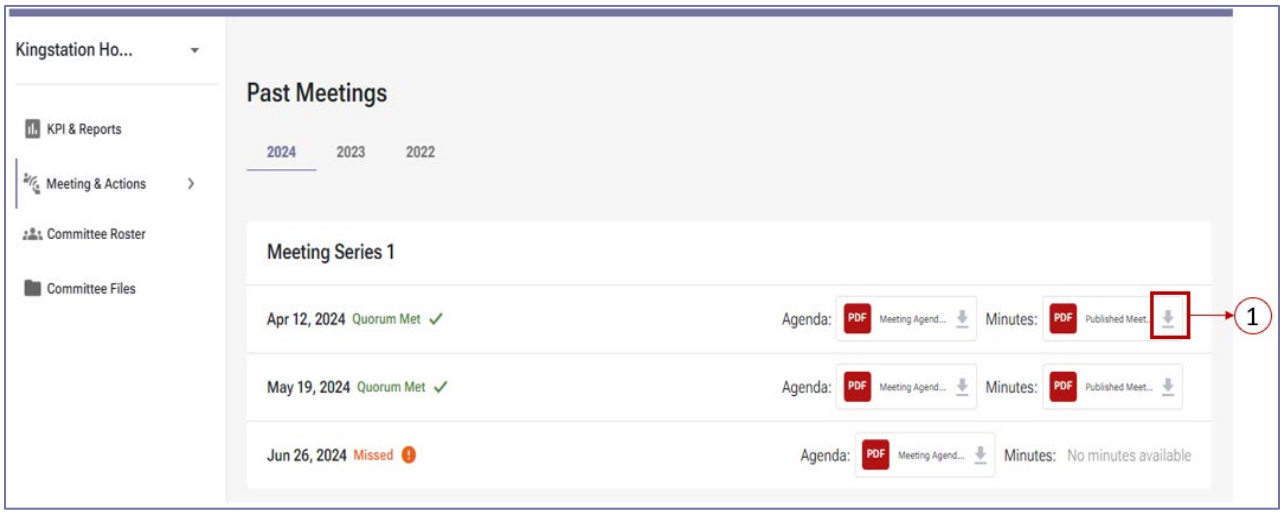




4.2.5 After you select the 'Publish' button, you will see the following confirmation from the system. All committee members will receive a copy of the published meeting minutes via email, and the system will post the minutes for the publisher to view.



4.2.6 To access the published meeting minutes, navigate to the 'Past Meetings' section. To download the meeting minutes PDF, click on the download option at your relevant meeting date (screenshot number 1). Members can access published minutes from the 'Past Meetings' tab as well as the 'Minutes & Reports' screen. EPs can access them through the 'Minutes & Reports screen and download them directly from the RC notification.



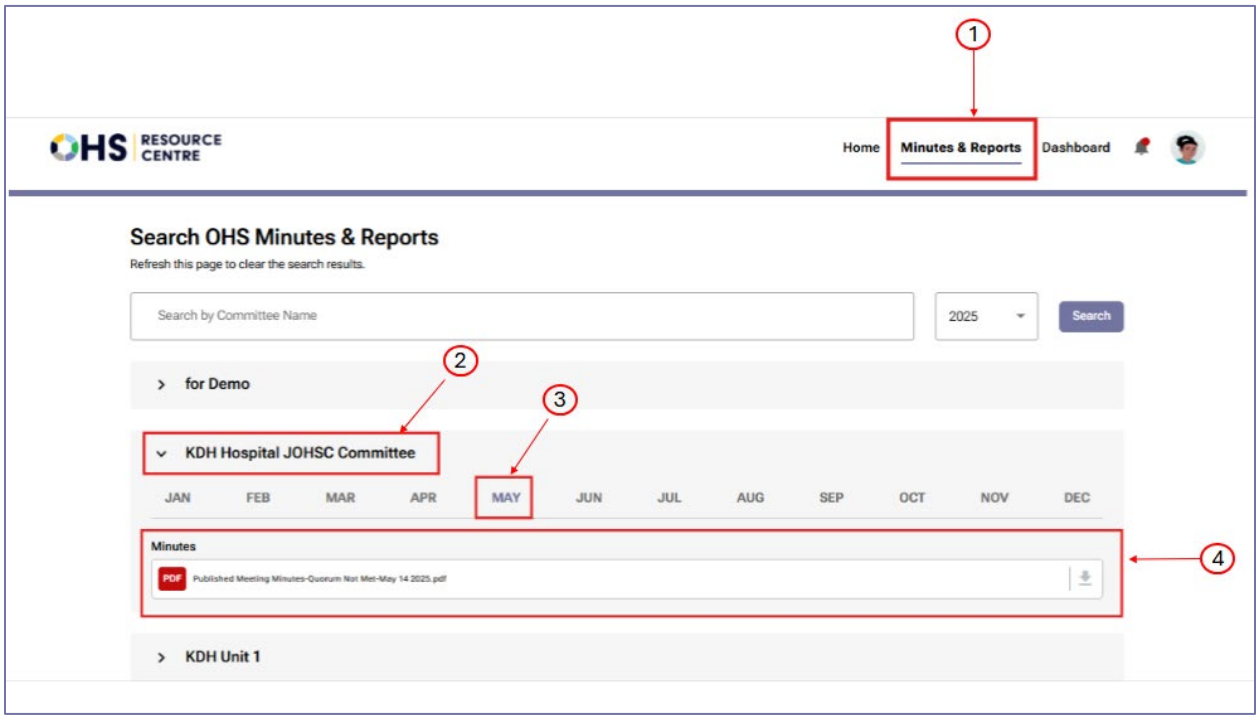
4.2.8 It is important to note that decisions around agenda items cannot be adjusted once the minutes are published. Decisions can only be made during the meeting or within the 24-hour period if you have not clicked the 'Adjourn meeting' button during the meeting.

4.2.9 You do not have to wait for the next meeting to approve and publish the meeting minutes. They can be published any time after the meeting has elapsed, depending on the committee process.

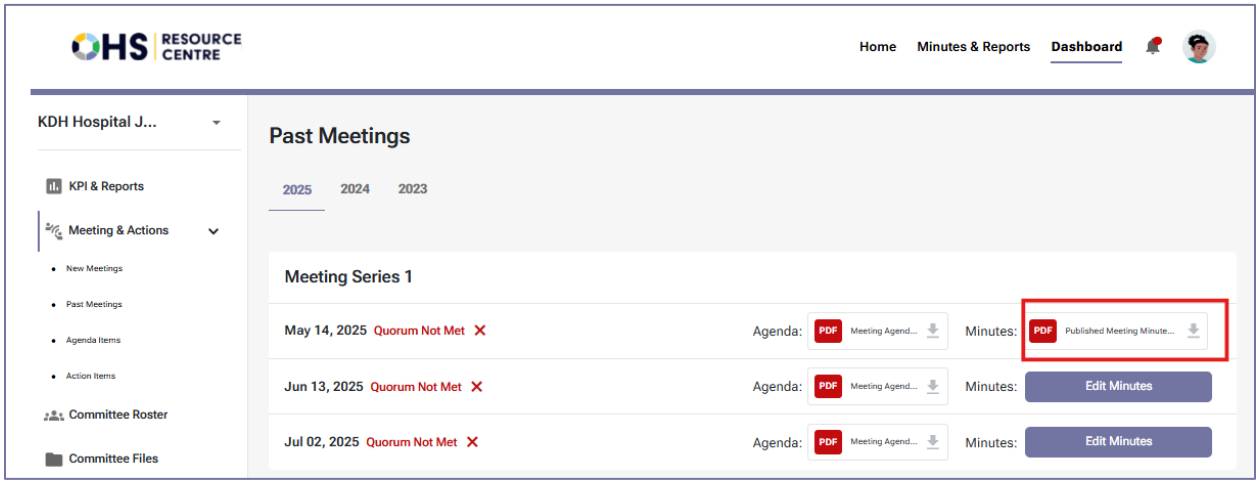
Note

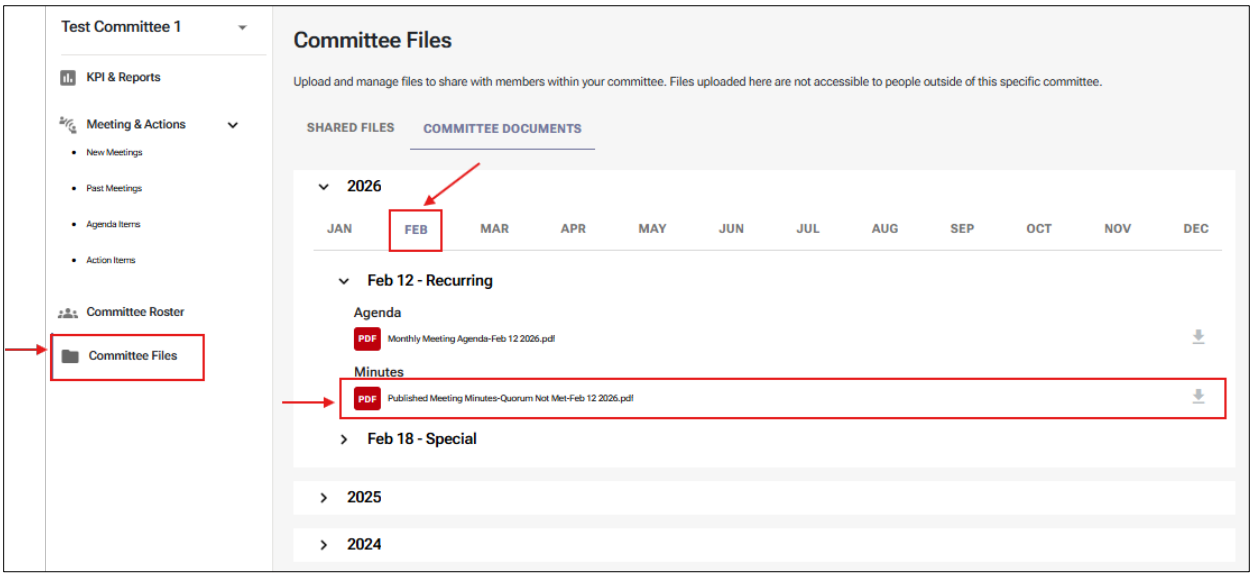
- The action items created during the meeting can be updated by the assigned committee member, even if the minutes are not published yet.
- If a meeting is not published within six weeks of its adjournment date, meeting recorders will receive an Email and RC notification reminding them to publish the minutes. This notification cannot be opted out by the user. It is mandatory by law to publish the meeting minutes, and vital to the committee's metrics.
- The minutes do not publish automatically; the user must manually publish them to make them accessible to the rest of the committee members.

4.2.10 There are two ways to locate the meeting minutes, you can access them via the 'Minutes & Reports' option at the top of the screen (see highlight number 1). You will then access the 'Search OHS Minutes & Reports' search bar and a list of previous meetings under the committee names (see highlight number 2). To access the meeting minutes, select the committee's name and the month of the meeting (See highlighted number 3), followed by the download icon on the right side of the bar. All health authorities/affiliates staff can access this option.



4.2.11 If you are a committee member, you can also find your committee's meeting minutes by navigating to the Past Meeting screen. Once the minute has been published, the draft minutes download button will become download minutes button (see screenshot below). +-



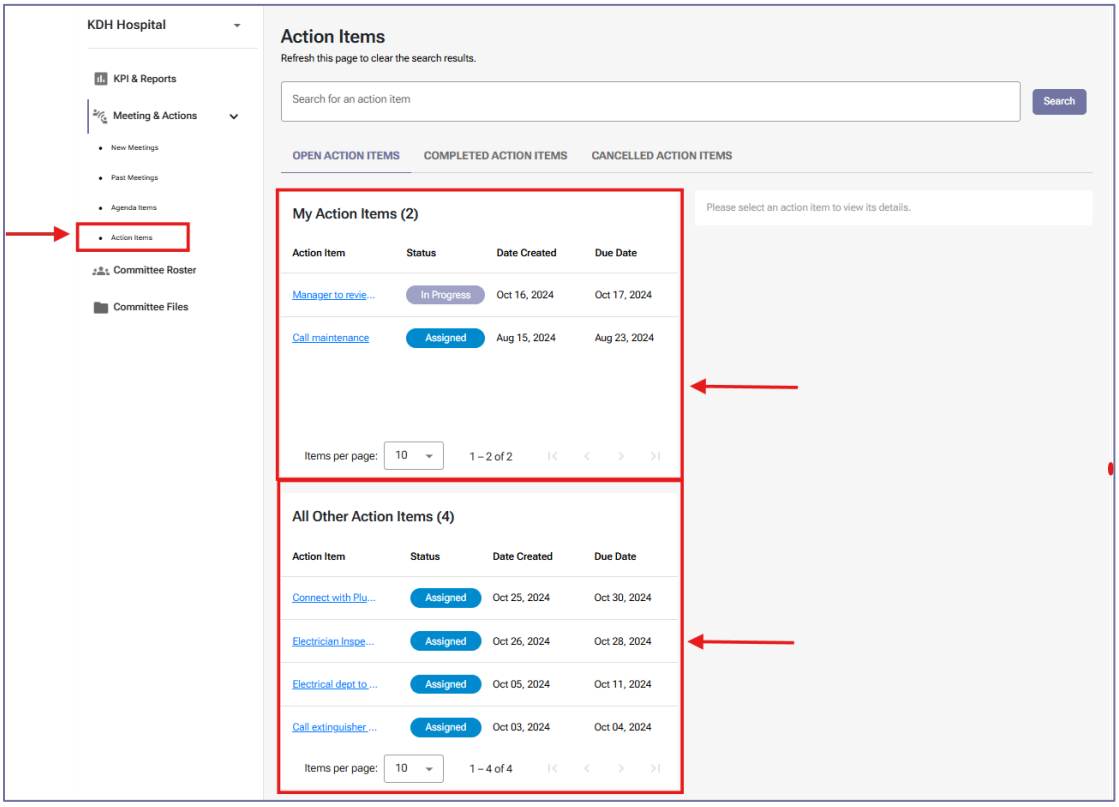


4.3 Action Items

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Ex-Officio (non-voting)

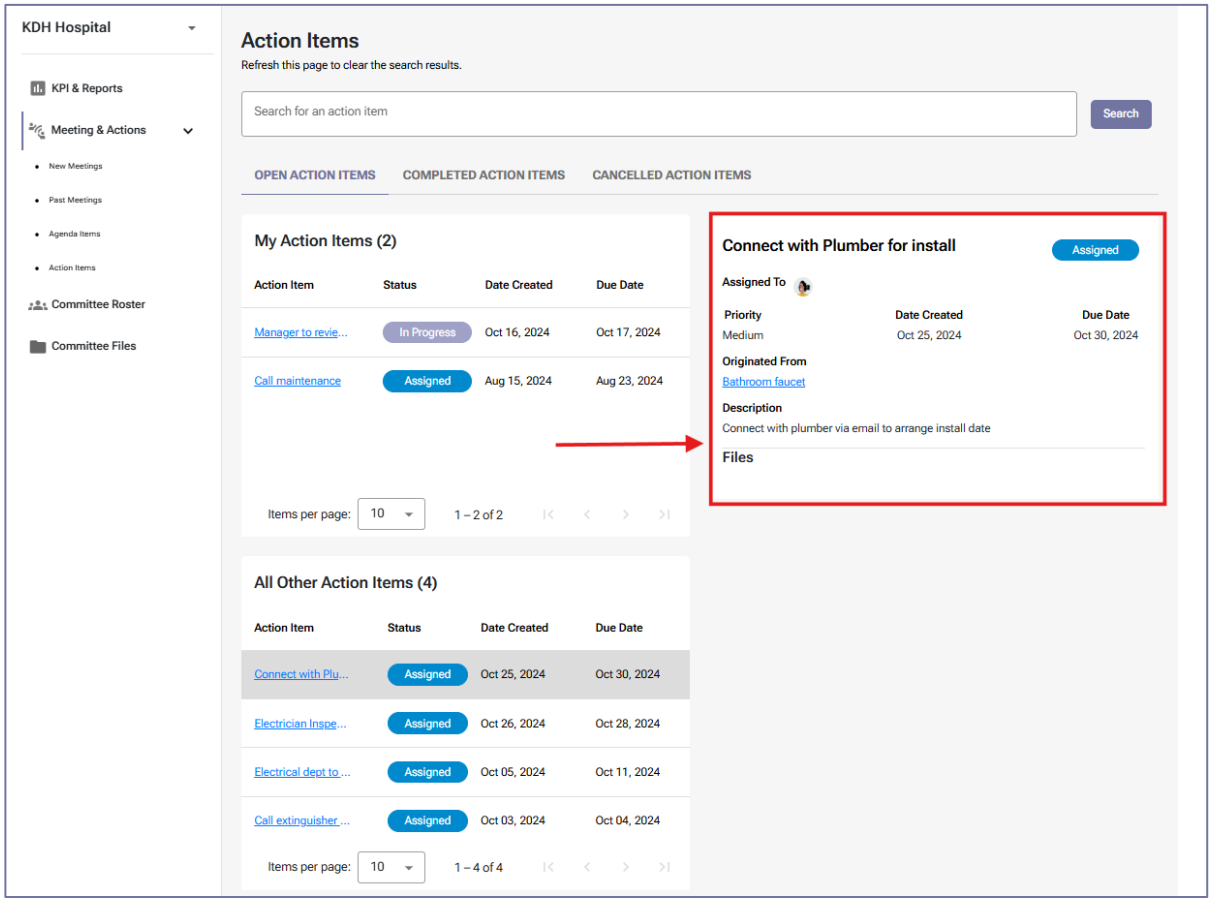
4.3.1 To view action items for your committee that are open, completed, and cancelled, navigate to the ‘Action Items’ option on the left side of the screen under “Meeting & Actions”.). In the “OPEN ACTION ITEMS” tab, you will see two sections: ‘My Action Items’, which displays tasks assigned to you, and ‘All Other Action Items’, which lists all remaining tasks.



4.3.2 To drill down into the action items, select the action item that you need to review. This will open a table on the right side of the form that describes the action item in more detail (see the screenshot below).

4.3.3 In the highlighted box in the top right corner, you can update the status of your task. If you hover over the 'Assigned to' option, you can see those to whom this task is assigned. If you are not assigned the task you are reviewing, you cannot update the status.

4.3.4 Once the task is complete, the item will be removed from this area and automatically moved into the 'completed action items' section.



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