

Meeting

Meetings allows you to record significant meetings you have had with other people. You might want to record meetings you have with mentors, advisors or with colleagues working on projects with you.

Click the **create new** button and choose Meeting from the menu.

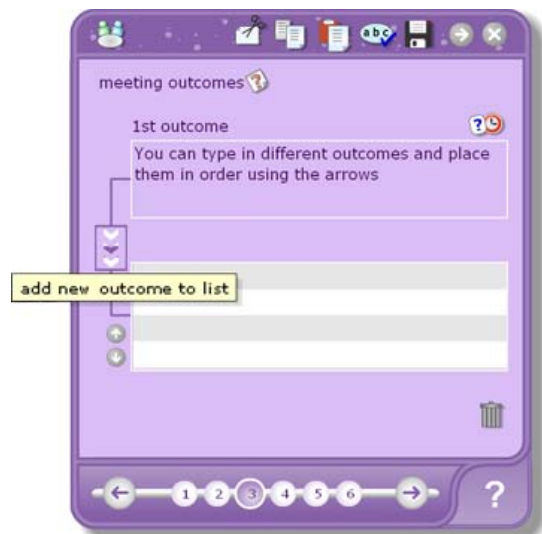


In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your Meeting

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

- Click either the **numbered button** or the **next arrow** on the navigation bar to move to the next section. In this section you can record the **location** of the Meeting, the **date** of the Meeting and the **attendees**.
- Click to move to **section 3**. Enter your first outcome in the box then click on the chevron. This will add your outcome to the list and clear the box for the next outcome to be added.

Clicking on a outcome in the list allows you to edit or reorder it. To edit simply change the text in the original box and then click the chevron.



To reorder a selected outcome use the up/down arrows to the left of the list. The **question mark and clock** icon above the outcome input box allows you to add additional information or detail to each entry.

- Click either the **number 4** button or the next arrow on the navigation bar to move to the next section. This section will allow you to add details of **supporting resources** you can use or need to support the Meeting or to achieve the outcomes.

The **supporting resources** include:

- Books/Journals
- Web links
- People
- Training courses/Workshops
- Electronic resources
- Other



Remember: As with all text fields in DeskSpace you only need to complete those you feel relevant.

- Click to move to **section 5**. This section is for your **reflection**. You should describe what you have learnt about the purpose of the Meeting; how it went or what was agreed. You may also want to add what you have learnt from thinking and writing about this Meeting
 - Click to move to **section 6** for the final section where you can choose to do a number of things with the **Meeting** asset you have just created :
 - view it;
 - send it to a Person, Gateway, Blog or Printer;
 - add an End Note;
 - add/edit a Link;
 - tag it

You can also simply click on the **tick button** to save and close your asset.