

Tamborine Mountain Bushrats



Testing TidyHQ Meeting Capabilities

On-boarding new platforms and technologies requires testing and peer-review. This meeting will be to access TidyHQ and undertake a meeting testing the platforms tools and capabilities.

When 23-01-2022 at 03:00

Conferencing Join via Zoom

<https://us05web.zoom.us/j/85801398110?pwd=Q3p6MTJNQzNyN2pEU2VROGJlMDVZUT09> (ID: 85801398110) – **Zoom link has expired**

Chairperson Andre Biddle

Minute taker Nadine Biddle

Present Andre Biddle , Nadine Biddle

Minutes

1. **How easy was it to access the meeting?**

Starting the meeting was as simple as pushing the start meeting button

Took time to work out the only one person editing the minutes at a time

The minutes do not show up until you push save

Took a long time to save so that other parties could see

Parties need to refresh ongoing if they want to see the minutes live

Accessing zoom was easy, need to have it downloaded on your personal device first

Setting the agenda items etc was easy

Need to go in and click on who has actually attending meeting and not just those who have accepted the invitation

Minute taker can change during the meeting by save and close and new minute taker selects edit meeting

There is an issue on the server if you lock the meeting then no one can access the editing of the minutes or see them

Decision

Accessing the meeting once you have had a go is pretty easy.. moving on to the next item

2. What functions were tested?

Zoom

Attendance

Minute recording

Who has access to recording and how

How other parties can view the current minutes live and edit

Changing a minute recorder

Decision making comments

Once the meeting event has been made it is automatically saved into the dashboard calendar

If your sitting next to someone on zoom they need to be muted or share the same screen

Nadine's typing skills

check the time frame on how long it works

Decision

We have decided that further exposure to the meeting functions of TidyHQ will benefit

3. What functions should be further explored? Set task.

Setting tasks

Andre attached recently developed registration fees info doc

Attaching is easy as long as you know where the attachment is

Tasks come up into calendar

Can see your tasks or all tasks

Once its clicked completed it comes up in the completed tasks

You can select that its completed auto if the task is completed during the minutes time and not after

Attachment feature is good so that all meeting members can view and access the docs

The host that attached it was unable to open what they uploaded however other parties could (or was it just the minutes person that can view?

Need to look into screen sharing if this is the case

Printing minutes

Printing show all decision, minutes and attachments and tasks and who assignment details

Cant physically see the attachment however you can see time and the attachment folder name

 [Registration_Fees_Info.pdf](#)

 [20220123_TMJRL_meeting.pdf](#)

Decision

All of the above

Tasks

attach something to the meeting minutes

Assignee: Andre Biddle

Due date: 02-02-2022

4. Any additional matters

How do people sign off on the document

Can you have apologies

Where does motions go?

Do you have to refresh every time to see the minutes

Need to run another test with more parties involved and how that works

How to you stop parties from going in and making previous minute meeting changes

Good to be able to include parties during the live meeting with zoom details as long as we have the email address within the system

Could it be an auto save every 30 sec and refreshes everyone's page so that everyone can see minutes live (other wise secretary has to press save and attendees have to refresh the page

Is there a way to track edit changes by whom and date

When does the minutes completely lock from being edited?

Needs a finalised button where once approved as true and correct by committee the minutes cant be edited again, ever.

Decision

Decision is to continue with testing with additional members and provide feedback to TidyHQ regarding findings

Tasks

- Set another meeting with additional parties
Assignee: Nadine Biddle
Due date: 28-01-2022
- Provide feedback to TidyHQ re findings of trial
Assignee: Nadine Biddle
Due date: 28-01-2022

*End of minutes.
Summary of matters arising are tabled on the following page.*

Minutes of Testing TidyHQ Meeting Capabilities on 23-01-2022

Summary of Matters Arising

Decisions

Item Decision

1. Accessing the meeting once you have had a go is pretty easy.. moving on to the next item
2. We have decided that further exposure to the meeting functions of TidyHQ will benefit
3. All of the above
4. Decision is to continue with testing with additional members and provide feedback to TidyHQ regarding findings

Tasks

| Item | Task | Assigned to | Due date |
|------|---|---------------|------------|
| 3. | attach something to the meeting minutes | Andre Biddle | 02-02-2022 |
| 4. | Set another meeting with additional parties | Nadine Biddle | 28-01-2022 |
| 4. | Provide feedback to TidyHQ re findings of trial | Nadine Biddle | 28-01-2022 |

Summary of Attachments

Attachments

Item File Name

3. [Registration_Fees_Info.pdf](#)
[20220123_TMJRL_meeting.pdf](#)

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Testing TidyHQ Meeting Capabilities](#)