

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 17:00

Conferencing Join via Zoom
<https://us05web.zoom.us/j/85801398110?pwd=Q3p6MTJNQzNyN2pEU2VROGJIMDVZUT09> (ID: 85801398110)

Chairperson Andre Biddle

Minute taker Nadine Biddle

Present Andre Biddle (Vice President), 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 along 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

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

 [Registration_Fees_Info.pdf](#)

Tasks

attach something to the meeting minutes

 Assignee: Andre Biddle

Due date: 02-02-2022

4. Any additional matters

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

Tasks

Item	Task	Assigned to	Due date
3.	attach something to the meeting minutes	Andre Biddle	02-02-2022

Summary of Attachments

Attachments

Item File Name

3. [Registration_Fees_Info.pdf](#)

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