Agile Minutes: Step-by-step Guide

Alex Sia

BASICS

Quickstart: creating minutes, editing

and finalisation



At first, select Project, then click on the Agile Minutes Logo on the left panel.

	Dashboards 🛩 Projects 🛩 Issues	▼ Boards ▼ Plans ▼ Meeting Minutes ▼ Create	Q Search	🕂 🕜 🗘 🧕
	Open issues switch filter ~			View all issues and filters
	Order by Priority 👻 🦊	Sandkasten / TEST-731		1 of 30 🗠 🗸 🧳
	TEST-731 Description in Topics (test change)	Description in lopics (test change)		
₽ ≤	TEST-737 Check Numbering Bug	Lait Q Add comment Assign More V Upen V Details	* People	🖬 Email 🧠 🚹 Export 🗸
	TEST-742 Less Clicks	Type: CriticalItem Resolution: Unresolved Fix Version/s: None	Assignee:	Alex Sia
చి ర	TEST-736 Direct export to confluence pages + Einstellungen	Affects Version/s: None Component/s: None	Watchers:	Stop watching this issue
0	pileMinutes -734 Direct invitation from Teams	Labels: None Meeting Minute ID: 3,338	✓ Dates	200 2024 14-21
I	Protokoll export in English/ Deutsch - Einstellunge	Meeting Minute Link: https://mm.otte-pm.net/plugins/servlet/ilmcon-lop/protokolle/TEST? selectedTab=protokolleview&protokollID=3338	Updated: 21	5.09.2024 15:19
	TEST-732 Add Topic to be shown in Comments of Update (t	Autoridae group. Jourine Y Description	✓ Due Date History	
	TEST-746 Settings for adding additional fields in Minutes	Priority: Must-Have / Size: S-M 1w-2w (test change) able to add description in tonics (not subtonics)	There have been no chan	ges to the due date.
	TEST-745 Enter subtopic and Tasks in Template	-rich text editor	Q Find on a board	
	TEST-744 Reopen direct to edit	-if also attendee group then medium size task Beschreibungen in Themen (nicht Unterthemen) hinzufügen können		
	TEST-743 +Feld: verschiedene Projekte	✓ Attachments ■ e ⁱ +		
	TEST-741 New Minutes reference to old minutes	Verschiedenes No attachments Vertrag 0	+	
	+ Create issue	Add a comment		
>>	کے	Pro tip: press m to comment		



Click on "Add Meeting Minutes".

Das	shboards 🛩 Projects 🛩 Is	ssues Y Boards Y Plans Y Meeting Minutes Y Creat	e		۹.	iearch		4 ^E	00	۲
AGILEMINUTES Meeting Minutes	Meeting Minutes							+ Ad	d Meeting Minute	e
asks Attendee Groups	Search by 👻 🖡		Q			-				
DMINISTRATION leeting Minutes Settings (PDF)	Date	Attendee Group		Meeting	Action	e.				
iject Settings	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)		Jourfix Infrastruktur	1	5	¥	2		
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)		Jourfixe Infrastruktur	Ð.	5	Ŧ	5		
	23.09.2024	halle c (BVG-BMC)		halle c mit bvg und planer	51.	51	Ŧ	5		
	23.09.2024	Jour Fixe (JOURFIX)		Agile Minutes - Urgent Improvement	1	¥				
	12.09.2024	New (NEWGROUP)		Standard Minutes	EL.	5	¥	5		
	08.08.2024	New (NEWGROUP)		Demo Meeting Minutes	1	¥				
	07.08.2024	Free Meeting		Test (Again)	El.	1	Ŧ	5		
	07.07.2024	Jour Fixe (JOURFIX)		Jour Fixe #4	1	Ŧ				
	05.06.2024	Free Meeting		Test	E1 ,	5	Ŧ	5		
	01.02.2024	Free Meeting		Test	ī.	1	¥	5		
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1	E.	1	Ŧ	5		
	18.12.2021	Free Meeting		test	۵.	61	¥	5		
	17.12.2021	Free Meeting		Test 2	51,		Ŧ	5		
	12.10.2020	Free Meeting		sasdas	I.	1	Ŧ	5		
	30.09.2020	Iour Fixe (IOURFIX)		Mail Sending Test	5		-	1922		



Select Attendee Group (Meeting Minutes Template)





Type in the Meeting Name.

5

Dash										📌 🙆 🤇	۱ 😧
AGILEMINUTES Meeting Minutes	Meeting Minutes Sandkasten (TEST)	_								+ Add Meeting	Minute
Tasks Attendee Groups	Search by 🛩 Search	Add Meeting Mi	inute								
ADMINISTRATION	Date	, General Information		_			Actions				
Meeting Minutes Settings (PDF) Project Settings		Attendee Group* Ne Name* Sta	ew (NEWGROUP)	* •							
	25.09.2024	Language En	nglish	~			El.	1	5		
	24.09.2024	Date 20	24-10-15				E.	a •	5		
	23.09.2024	t Time	to				۵.	5	5		
	23.09.2024	J Location					1				
	12.09.2024	Secretary Cr	nristian Schuch	× •			E.	6	5		
	08.08.2024 Handling of Please choose PDF					1	¥				
	07.08.2024	F Send notifications	0				EI.		5		
	07.07.2024	meeting					1	¥			
	05.06.2024	-				Next Cancel	.	5	5		
	01.02.2024	ł				_	El.	5	5		
	15.12.2023	Jour Fixe (JOURFIX)		Jour	Fixe 1		El.	a	5		
	18.12.2021	Free Meeting		test			E1 .	a	5		
	17.12.2021	Free Meeting		Test	2		61.	1	5		
	12.10.2020	Free Meeting		sasc	as		EL.	1	5		
	30.09.2020	Iour Fixe (IOUREIX)		Mai	Sending Test		67	22	and the second		



Enter the meeting information, then click on 'Next'.

Note: If the option 'Send notifications after finalizing meeting' is checked, then the meeting minutes PDF export will be automatically sent to the participants and distributors after the finalisation of meeting minutes.

Dasi	nboards 🛩 Projects 🛩 Issues	♥ Boards ♥ Plans ♥ M	Neeting Minutes 👻 Create			Q 50	arch		* 0 0 0
GILEMINUTES	Meeting Minutes								+ Add Meeting Minute
asks ttendee Groups	Search by V Search	Add Meeting	Minute						
DMINISTRATION	Date	, General Information				Actions			
leeting Minutes Settings (PDF)		Attendee Group* New (NEWGROUP) × •							
	25.09.2024	J Language	English v			51.	5		<u></u>
	24.09.2024	J	2024-10-15			۵.	5		~
	23.09.2024	ł Time	9:00am to 10:00am			a .	61	*	~
	23.09.2024	J Location	Example Location			1	¥		
	12.09.2024	Secretary	Christian Schuch × •			E1.	61	•	<u>_</u>
	08.08.2024	Attachments within	Attach 🗸			1	Ŧ		
	07.08.2024	F Send notifications	0	A		51.	6	¥ I	~
	07.07.2024	after finalizing meeting				/	Ŧ		
	05.06.2024	F			Next Cancel	51.	5	•	<u>^</u>
	01.02.2024	F				ED.	5		<u>.</u>
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1		a.	61	¥ ·	<u>^</u>
	18.12.2021	Free Meeting		test		51.	61	¥ .	<u></u>
	17.12.2021	Free Meeting		Test 2		۵.	a	•	<u>^</u>
	12.10.2020	Free Meeting		sasdas		E1.	6	*	<u>^</u>
	30.09.2020	Jour Fixe (IOUREIX)		Mail Sending Test		67	57	-	1



Select meeting participants (whoc are invited into Jira and has an account)

Dash	nboards 👻 Projects 👻 Issues	👻 Boards 👻 Plans 👻 Meeting Mi	nutes 👻 Create			Q 5	arch		* 0 0 0		
AGILEMINUTES Meeting Minutes	Meeting Minutes Sandkasten (TEST)	_							+ Add Meeting Minute		
Tasks Attendee Groups	Search by 👻 Search	Add Meeting Minut	e								
ADMINISTRATION	Date	, Meeting Participants	Actions	Meeting Distributors	Actions	Actions					
Meeting Minutes Settings (PDF) Project Settings		Christian Schuch	♥ →	Select Recipient 👻	+						
	25.09.2024) Alex Sia	▼ →			a	6		<u>~</u>		
	24.09.2024	J Select Participant 👻	+			E1 ,	5		<u></u>		
	23.09.2024					E1.	6		<u>_</u>		
	23.09.2024	O OPM-Jira				1	¥				
	12.09.2024	·				EI.	6		<u></u>		
	08.08.2024		1	T							
	07.08.2024	F		Previo	ous Next Cancel	A	6		<u></u>		
	07.07.2024			JUUI FIXE #4		1	Ŧ				
	05.06.2024	Free Meeting		Test		51.	6		<u>^</u>		
	01.02.2024	Free Meeting		Test		D .	6		<u></u>		
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1		E1 .	6		<u>^</u>		
	18.12.2021	Free Meeting		test		EI.	6		<u>`</u>		
	17.12.2021	Free Meeting		Test 2		.	8		<u>^</u>		
	12.10.2020	Free Meeting		sasdas		E1.	6	•	•		
	30.09.2020	Jour Fixe (IOUREIX)		Mail Sending Test		671	-				



8 Click on '+'

Dash	iboards 🛩 Projects 🛩 Issues 👻	🖌 Boards 👻 Plans 👻 Meeting Mi	nutes 🛩 Create			٩	Search			^ € Ø	0	
AGILEMINUTES Meeting Minutes	Meeting Minutes Sandkasten (TEST)	_								+ Add Mee	eting Minute	1
Tasks Attendee Groups	Search by ¥ Search	Add Meeting Minute	е									
ADMINISTRATION	Date	/ Meeting Participants	Actions	Meeting Distributors	Actions	Action	5°					
Meeting Minutes Settings (PDF) Project Settings		Christian Schuch	₩ →	Select Recipient 👒	+							
	25.09.2024	J Alex Sia	₩ →			a.	1	¥	5			
	24.09.2024	J OPM-Jira × •	*			EI.	5	¥	5			
	23.09.2024	ł				E1.	6	Ŧ	5			
	23.09.2024	L. C.				1	T					
	12.09.2024	t				EN.	61	Ŧ	5			
	08.08.2024	t				1	T					
	07.08.2024	F		Previo	us Next Cancel	EI,	5	Ŧ	5			
	07.07.2024			JUUI FIXE #4		1	Ŧ					
	05.06.2024	Free Meeting		Test		61.	5	Ŧ	5			
	01.02.2024	Free Meeting		Test		EI,	6		5			
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1		61,	61	Ŧ	5			
	18.12.2021	Free Meeting		test		EI,	5	¥	5			
	17.12.2021	Free Meeting		Test 2		61,	6	Ŧ	5			
	12.10.2020	Free Meeting		sasdas		E1.	6	¥	5			
	30.09.2020	Jour Fixe (IOUREIX)		Mail Sending Test		57	57	-				



Click on 'Next'

9

III Dash	nboards 🛩 Projects 🛩 Issues '	❤ Boards ❤ Plans ❤ Meeting N	finutes 👻 Create			Q _503	irch		A ^E 😧 1		
AGILEMINUTES Meeting Minutes	Meeting Minutes	_							+ Add Meeting	g Minute	
Tasks Attendee Groups	Search by 👻 Search	Add Meeting Minu	te								
ADMINISTRATION	Date	/ Meeting Participants	Actions	Meeting Distributors	Actions	Actions					
Meeting Minutes Settings (PDF) Project Settings		Christian Schuch	₩ →	Select Recipient 👻	+						
	25.09.2024) Alex Sia	₩ →				1	5			
	24.09.2024	J OPM-Jira	₩ →			۵.	1	5			
	23.09.2024	Select Participant 👻	+			a.	a •	5			
	23.09.2024	1				1	Ŧ				
	12.09.2024	1			A	E1 .	1	5			
	08.08.2024	1		-		1	Ŧ				
	07.08.2024	F		Provid	ous Next Cancel	ED.		5			
	07.07.2024	(אראטטטן אאר זעטל		Juli Fixe #4		1	Ŧ				
	05.06.2024	Free Meeting		Test			a	5			
	01.02.2024	Free Meeting		Test			a	5			
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1		E1 .	a *	5			
	18.12.2021	Free Meeting		test		E1 .	a •	5			
	17.12.2021	Free Meeting		Test 2		.	1	5			
	12.10.2020	Free Meeting		sasdas		E1 .	a	5			
	30.09.2020	Jour Fixe (IOURFIX)		Mail Sending Test		67	- 12				



Add the external participants (participants who are not invited into Jira)

🗰 📃 Dash					* 0 0 0
AGILEMINUTES Meeting Minutes	Meeting Minutes Sandkasten (TEST)				+ Add Meeting Minute
Tasks	Search by 👻 Search	Add Meeting Minute			
	Date	, External Participants	Email Artion	Actions	
Meeting Minutes Settings (PDF) Project Settings		Distributor Mustermann Armin Ilmcon	mustermann@ilmcon.de		
	25.09.2024	GmbH		a. a 🔹 🕤	
	24.09.2024	Distributor V Last Name First Name Company	y abc@example.com +	a. a 🔹 🕤	
	23.09.2024			a. a 🔹 🗠	
	23.09.2024	2		1 1	
	12.09.2024	*		a. a 🔹 🕤	
	08.08.2024			/ =	
	07.08.2024	1	Previous Finish Cancel	a, a 🔹 🕤	
	07.07.2024	JULI FIXE DUURFIX)	Juli rixe #4	1 1	
	05.06.2024	Free Meeting	Test	ā. ā 🔹 🕤	
	01.02.2024	Free Meeting	Test	a, a 🔹 🕤	
	15.12.2023	Jour Fixe (JOURFIX)	Jour Fixe 1	a. a 🔹 🕤	
	18.12.2021	Free Meeting	test	ā. ā 🔋 🕤	
	17.12.2021	Free Meeting	Test 2	a. a 🔹 🕤	
	12.10.2020	Free Meeting	sasdas	a. a 🔹 🕫	
	30.09.2020	Jour Fixe (IOURFIX)	Mail Sending Test		



\mathbf{I}

Then you will see the Meeting Overview. Click on 'Topics'

Dasi		nutes 👻 Create		Q Search	- 4 0 0
AGILEMINUTES Meeting Minutes Tasks Attendee Groups	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standard Title" It Sandkasten (TEST)				• 10 • ~
ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	meraadaa nopoo paraacimenis				Save
	Name* Standard Title Attendee Group* New (NEWGROUP) Language* English Send notifications of the finalizing meeting		Date 2024-10-15 Time 9:00am to 10:00 Location Example Location Secretary* Christian Schuch Handling of Attachments within PDF	am × •	
	Participants / Distributors				
	Nr. Participant	Actions	Nr. Recipient		Actions
	2 Christian Schuch	¥ -	Select Recipient		+
	3 OPM-Jira				
	Select Participant 🗸 👻	+			
	External Participants				
	Nr. Type Last Name	First Name	Company	Email	Action
	1. Distributor Mustermann	Armin	Ilmcon GmbH	mustermann@ilmcon.de	



I2 Click on "Add Topic".

	shboards Y Projects Y Issues Y Boards Y Plans Y Meeting Minutes Y Create	Q Search	4 [€]	0	¢	0
AGILEMINUTES Meeting Minutes	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standard Title"		•	C	0	2
Tasks Attendee Groups ADMINISTRATION	≹ Sandkasten (TEST) ఈ New (NEWGROUP) ∰ 15.10.2024 ∰ from 9:00am to 10:00am Metadata Topics Attachments					
Meeting Minutes Settings (PDF) Project Settings	+ Add Topic					
	Atlassian Jira Project Management Software (v9.16.0/9160000-sha1x:94420a) · About Jira · Report a problem					
	A ATLASSIAN					



I3 Type in the Topic name.

Das	hboards × Projects × Issues × Boards × Plans × Meeting Minutes × Create	Q Search	*	ie (?	Ö	۲
AGILEMINUTES Meeting Minutes	☆ Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title"		(•	0	0	**
Tasks Attendee Groups	Isindkasten (TEST) ♣ New (NEWGROUP) Isin02024 ④ from 9:00am to 10:00am						
ADMINISTRATION	Metadata Topics Attachments						
Meeting Minutes Settings (PDF) Project Settings	Торіс	from to C	i		~		>
	Atlassian Jira Project Management Software (v0.16.0#9160000-sha1x:94420a) · About Jira · Report a problem						
	A ATLASSIAN						



1. Enter the time of the topic.





Click on the tickmark to save the Topic.

Das	nboards × Projects × Issues × Boards × Plans × Meeting Minutes × Create	Q Search	4 [€]	0	ø	۲
AGILEMINUTES Meeting Minutes Tasks Attendee Groups			•	C	0	e ⁿ
ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	Metadata Topics Attachments This is a Topic	from 8:00am to 8:15am (0	_	-	/	0
	Atlassian Jira Project.Management.Software (v9.16.0#9160000-sha1±94420a) · About.Jira · Report.a.problem					



I6Click on 'Add Issue' Button.

Das Das	hboards 👻 Projects 👻 Issues 👻 Boards 🐃 Plans 👻 Meeting Minutes 🎽 Create	Q Search	42	?	ø	۲
AGLEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title" ♣ Sandkasten (TEST) ♣ New (NEWGROUP) 15.10.2024 ④ from 9:00am to 10:00am Metadata Topics Attachments This is a Topic	from 8:00am to 8:15am ()	•	0	0	×
	Atlassian Jira Project Management Software (v9.16.0#9160000-sha1x:94420a) · About Jira · Report a problem					



Click on 'Point' to enter the title spoken in the meeting

Dasi	iboards Y Projects Y Issues Y Boards Y Plans Y Meeting Minutes Y Create	Q Search 🧨 🕜 🗘 🧕
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title" & Sandkasten (TEST) ಈ New (NEWGROUP) 15.10.2024 (④ from 9.00am to 10.00am Metadata Topics Attachments	• C • .*
	 ✓ This is a Topic 	from 8.00am to 8:15am 🛈 😋 🛱 🛊
	1.1 ▼ Point Image: Second s	Process Type ① Draft
	Atlassian Jira Project Management Software (v9.16.049160000-sha1:c94420a)	About Jira - Report a problem



If this point is only information but not a task, select 'Info' on the right side

GILEMINUTES	Back to the Meeting Minutes Overview	
Peting Minutes Edit Meeting Minutes "Standard Title" sks	• 🗅 🖉 🧭	
Aeeting Minutes Settings (PDF) roject Settings	✓ 1. ✓ This is a Topic	from 8:00am to 8:15am 🕥 C 📮 👕
	1.1 *	Process Type 🖪 Draft 🗸 🗸
This is a Point	This is a Point	Assignee Q
	今 ♂ Ix 哈 Formats ▼ B I U 注 注 Ⅲ Ⅲ ▼ X	Additional Internal Assignees
	Additional External Assimution Sintment	
		Attachment Zecasion I.



Enter the description as spoken in the meeting.

Das	iboards × Projects × Issues × Boards × Plans × Meeting Minutes × Create		Q Search	00
AGLEMINUTES Meeting Minutes Tasks Attendee Groups	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title"		• •	C O ,*
ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	▼ 1. ▼ This is a Topic 1.1 ▼ This is a Point \Rightarrow e^{it} \Rightarrow e^{it} \Rightarrow e^{it} \Rightarrow e^{it} \Rightarrow e^{it} \Rightarrow e^{it}	from 8:00 Process Type Assignee Additional Internal Assignees Additional External Sasignees	am to 8:15am () () Info ~ Select User ~ Select User ~	 ₩ ₩
		Due date Attachment Epic Link	Durchsuchen) Keine Datei ausgewäl Wählen Sie einen Epic aus, dem Sie diesen Vorgar zuordnen wollen.	g
	Atlassian Jira Project Management Software (v9.16.0#9160000	-sha1x94420a) - About Jira - Report a problem SIAN		



Save the point by clicking on the tickmark symbol.

Dash		Create	Q Search	4 [€]	0	ø	۲
AGILEMINUTES Meeting Minutes Fasks Attendee Groups	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title" . & Sandkartn (TEST) ⊕ New (NEWGROUP)			•	C	0	×
DMINISTRATION	Metadata Iopics Attachments						
oject Settings	 ✓ 1. ✓ This is a Topic 	from 8:00	am to 8:15am 🕔	C	5	3	Ŧ
	1.1 👻	Process Type	Info		~	-	~
	This is a Point	Assignee	Select User	<			0
	 ↑ ↑ Interpretation ↑ Int	Additional Internal Assignees	Select User		~		
	This is a description.	Additional External Assignees					
		Due date					
		Attachment	Durchsuchen Keine Da	tei ausge	wählt.		
		Epic Link			~		
			Wählen Sie einen Epic aus, dem S zuordnen wollen.	ie diesen Vo	rgang		
	Atlassian Jira <u>Project Management Sof</u>	tware (v9.16.099160000-sha1z94420a) · About Jira · Report a problem					



To add the next point, click on the button 'Add Issue'

Dast		Create	Q , Search	4 [€]	0 <	ን 📀
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title"			٠	6	2
	 ▼ 1. ▼ This is a Topic 	from 8:00.	am to 8:15am 🕔	Q	ħ	Ŧ
	1.1 👻	Process Type	Info	,		¥
	This is a Point	Assignee	Select User			Q
	This is a description.	Additional Internal Assignees	Select User	-		7
		Additional External Assignees				2
		Due date				
		Attachment	Durchsuchen Keine Da	atei ausgewä	hlt.	
		Epic Link			~	
			Wählen Sie einen Epic aus, dem S zuordnen wollen.	ile diesen Vorga	ng	
	Atfassian Jire Project Management	Software (v9.16.089160000-sha1:c94420a) · About Jira · Report a problem				



To make this point as a 'task', click on the 'Process Type' box.



A ATLASSIAN



Choose 'task' (it means, this point will be converted to Jira task after finalising meeting).





24 Type in the title of the task.





25 Type in the description.





Select the assignee (who is responsible to finish the task?)





Enter the Due Date (when should the task be finished?)





To add a secondary assignee, click on 'Additional Internal Assignees'. (Who is responsible to support on the task?)





1. To attach a document to this task, click on 'Attachment', then choose the file from your device.





To add external assignees to the task, click on 'Additional External Assignees'. External assignee means the person who is not invited to Jira.





Save the point by clicking on the tickmark symbol.





To add another topic, click on 'Add Topic' button.

Dasi	ooards Y Projects Y Issues Y Boards Y Plans Y Meeting Minutes Y Create	Search	4	0	ø	۲
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION	Hack to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title"		٠	C	0	2
Meeting Minutes Settings (PDF) Project Settings	↓ 1. ✓ This is a Topic from 8:00am	to 8:15am 🔇	Q	ŧ	3	Ŧ
Trajaci seconge	1.1 Process Type Image: Constraint of the system This is a Point Assignee This is a description. Additional Internal Assignees Additional External Additional External Additional External Assignees Due date Image: Constraint of the system	a Info ielect User elect User Durchsuchen) Keine Datei	ausgew	× × ählt.		T C
	1.2 Process Type Image: Constraint of the second seco	him Sie ninne Epic aus, dem Sie di srdnen wollen. Task Dristian Schuch OPM-Jira × umin Mustermann 024-10-18 PM 20240708 Timesheet.pd	iesen Vorg ×	 ang 		T C



Type in the Topic name.

Das	nboards 🗙 Projects 🎽 Issues 🎽 Boards 👻 Plans 🎽 Meeting Minutes 🎽 Create	Q Search	41	0	٥	٢
AGILEMINUTES	Stack to the Meeting Minutes Overview					
Meeting Minutes	Edit Meeting Minutes "Standarrd Title"		•	C	0	«*
Tasks Attendee Groups	≵ Sandkasten (TEST) ╋ New (NEWGROUP) 面 15.10.2024 ④ from 9:00am to 10:00am					
ADMINISTRATION	Metadata Topics Attachments					
Meeting Minutes Settings (PDF)						
Project Settings	> 1. V This is a Topic	from 8:00am to 8:15am ()	C	2.	5	Ŧ
	2. 🗸 Topic	from to O			~	0
	in Jire Project Management Software (v9.16.049160000-sha1x94420a) · About Jira · Reg ATLASSIAN	port a problem				



Enter the time of the topic.

Das	hboards 🌳 Projects 🎽 Issues 🌳 Boards 🌱 Plans 👻 Meeting Minutes 🌱 Create	Q Search	4	0	ø	۲
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	Back to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title" I Sandkasten (TEST) New (NEWGROUP) D 15.10.2024 O from 9.00am to 10.00am Metadata Topics Attachments I. This is a Topic Z. This is another Topic	from 8:00am to 8:15am ()	C	(C)		•
	Atlassian Jira Project Management Software (v9.16.0#9160000-sha1x94420a) ·· About Jira ·· Report a problem	8:15am 8:30am 8:45am 9:00am 9:15am				



35 Click on 'Save' to save the Topic

Das	iboards Y Projects Y Issues Y Boards Y Plans Y Meeting Minutes Y Create	Q Search	45	0	¢	0
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION	← Back to the Meeting Minutes Overview Edit Meeting Minutes "Standard Title" & Sandkasten (TEST) ♦ New (NEWGROUP) 15.10.2024 ③ from 9:00am to 10:00am Metadata Topics Attachments			C	0	x*
Meeting Minutes Settings (PDF) Project Settings	> 1. ~ This is a Topic 2. ~ This is another Topic	from 8:00am to 8:15am ()	C	2		₹ O
	Atlassian Jira Project Management Software (v9.16.049160000-sha1x:94420a) · About Jira · Report a problem	non o tam o souari		1		U


Click on 'Add Point' to add another point.

Das	nboards × Projects × Issues × Boards × Plans × Meeting Minutes × Create	Q Search	🚽 🌴 🕜 🗘	0
AGILEMINUTES	← Back to the Meeting Minutes Overview			
leeting Minutes	Edit Meeting Minutes "Standarrd Title"		• • •	«*
lasks Attendee Groups				
ADMINISTRATION	Metadata Topics Attachments			
4eeting Minutes Settings (PDF) ¹ roject Settings	> 1. v This is a Topic	from 8:00am to 8:15am		¥
	2. 🕶 This is another Topic	from 8:15am to 9:00am	0 0 5	Ŧ
	Atlassian Jira Project Management Software (v9.16.089160000-sha1x:94420a) · About Jira · Report a problem			



To add an existing task from the Jira system, click on 'Existing Issue' on the process type box.

ILEMINUTES	Sack to the Meeting Minutes Overview	
eting Minutes	Edit Meeting Minutes "Standarrd Title"	• • • •
sks	Sandkasten (TEST) 👹 New (NEWGROUP)	
endee Groups	m 15.10.2024 🛈 from 9:00am to 10:00am	
	Metadata Topics Attachments	
eting Minutes Settings (PDE)		
iect Settings	> 1. V This is a Topic	from 8:00am to 8:15am 🕚 🗘 📮 👕
ett settings		
	 ✓ 2. ✓ This is another Topic 	from 8:15am to 9:00am 🕚 🕻 🛱 👕
	2.1 👻	Process Type II Draft
	This is an existing Task	
	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	Assignee Q
		Additional Internal
		Assignees
		Additional External Assignees
		Dun
		Internet
		Attachment t.
		0
	Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c5	94420a) · About Jira · Report a problem
	ATLASSIAN	



Click on the search box on the top to search for existing Jira issue.





Select the existing task.





40 Click on 'Apply' to save it.





Then, you will see that the existing Jira issue is loaded. To add a description in the meeting, click on the 'comment' box. Important note: it is not the box above the 'comment' box. This box is the original description of the existing Jira issue. We would recommend to add comment as additional info spoken in the meeting, so this information will show as 'comment' in the Jira issue after finalise meeting minutes.

eeting Minutes	← B	ack to the Me	eeting Minutes Overview Minutes "Standarro	Title"										ß	0	,7
eke	A Si	andkasten (T	EST) Standard	THE									0	-0	•	×
tendee Groups	1	5.10.2024 🕚	from 9:00am to 10:00am													
MINISTRATION	Metad	ata Topics	Attachments													
eeting Minutes Settings (PDF)	,	1. 👻	This is a Topic]			from 8:0	10am	to 8:15am	0	Q	ħ	1	ŵ
Jeer section ge	~	2. 👻	This is another Topic]			from 8:	5am	to 9:00am	0	Q	Þ	1	w
		2.1 🛩							Process Type	TE:	ST-719			~		/
		Point 1							Assignee	ilmCo	n Admin		×	~	•	3
		* *	Zx 🖻 Formats ▼ B	ΙU	≣ ≣ ■• X	:		Ad	ditional Interna	Select	User			~		
		Descrip	otion OK			1		Ad	ditional Externa							
		Draft							Assignee:	2022 0	19.25					
		Meeting	g: Who do what						Due date	2023-0	0-25					
			nt						Attachmen	Durchs	suchen	Keine Date	i ausgew	ählt.		
			_						Statu	Open				~		
									Link to Issue	TEST-71	19					
									Epic Linl					~		
										Wählen Si zuordnen	ie einen Epic . wollen.	aus, dem Sie	diesen Vorg	ang		



Here you can also change the status of the existing Jira issue.

Charles and the second s														
ing Minutes	Edit N	leeting N kasten (TES 2024 () fro	Ing Minutes Overvi Minutes "Stand I) 🏶 New (NEWGR om 9:00am to 10:00	ew darrd Title" OUP) am								• 4) 0	2
STRATION	Metadata	Topics	Attachments											
ng Minutes Settings (PDF) :t Settings	>	1. 👻	This is a Topic]		from 8:00	am to 8:15am	0	Q	Ħ	Ŧ
	•	2. 👻	This is another Top	ic]		from 8:15	am to 9:00am	0	Q	Ħ	¥
		2.1 👻							Process Type	TEST-719		~	ĺ.	~
		Point 1							Assignee	ilmCon Admin		× •		0
		* * :	🛛 🖈 Formats 🕶	BIU	iii jii	≣ • X	:		Additional Internal Assignees	Select User		۷		
		Descriptio	on OK						Additional External Assignees			6		
		Meeting:	Who do what						Due date	2023-08-25				
		•	🗛 💼 Formats 🖷	B <i>I</i> ⊻	≣ }≣	⊞ • 8	1		Attachment	Durchsuchen	Keine		it.	
		~ ~ ~		1.1					Status	Open		*		
		This is a	comment in the r	neeting					Link to Issue	Open				
									Epic Link	Start Progress Close Issue				
										zuordnen wollen.				

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem



You can also change the due date.

🚦 🚺 Da	hboards Y Projects Y Issues Y Boards Y Plans Y Meeting Minutes Y Create	Q, Search 🔶 🥐 🔅 I
AGILEMINUTES Meeting Minutes Tasks Attendee Groups	Gack to the Meeting Minutes Overview Edit Meeting Minutes "Standarrd Title" If Meeting Minutes "Standarrd Title" If Mew (NEWGROUP) If 15.10.2024 G from 9.00em to 10.00em Metadata Topics Attachments	• 15 • .
Meeting Minutes Settings (PDF) Project Settings	> 1. v This is a Topic	from 8:00am to 8:15am 🕥 🗘 😝 🖷
	 ✓ 2. ✓ This is another Topic 	from 8:15; « August 2023 » 🚍 🖬
	2.1 •	Process Type 31 30 31 1 2 3 4 5
	Point 1	Assignee 32 6 7 8 9 10 11 12 Assignee 33 13 14 15 16 17 18 19
	$ \stackrel{e_1}{\longrightarrow} \stackrel{e_2}{\longrightarrow} I_X \stackrel{e_3}{\longrightarrow} Formats \stackrel{\bullet}{\twoheadrightarrow} B I U \stackrel{i_2}{\rightrightarrows} \stackrel{i_3}{\boxplus} \stackrel{i_4}{\boxplus} \stackrel{e_3}{\boxplus} \stackrel{e_3}{\boxplus} \stackrel{e_3}{\Longrightarrow} \stackrel$	Additional Internal 34 20 21 22 23 24 25 26
	Description OK	Additional External 36 27 28 29 30 31 1 2 Additional External Assignees 36 3 4 5 6 7 8 9
	Meeting: Who do what	Due date 2023-08-25
	ヘ ペ Zx 働 Formats マ B I U ≔ ≔ 囲 マ SS	Attachment Durchsuchen K
	() Ø	Status Start Progress 👻
	This is a comment in the meeting	Link to Issue TEST-719
		Epic Link 🗸
		Wählen Sie einen Epic aus, dem Sie diesen Vorgang zuordnen wollen

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem



Click on 'Save' button to save.

🔛 🖉 Da	hboards 👻 Projects 👻 Issues 🍟 Boards 🌱 Plans 🎽 Meeting Minutes 🍟 Create	Q Search 🤲 🗘 🕻
sileminutes leeting Minutes asks ttendee Groups	Back to the Meeting Minutes Overview Edit Meeting Minutes "Standard Title" Asandkasten (TEST) Wew (NEWGROUP) Di 15.10.2024 O from 9:00am to 10:00am Metadata Topics Attachments	• C • .
MINISTRATION eeting Minutes Settings (PDF) oject Settings	> 1. This is a Topic	from 8:00am to 8:15am () C 🗦 ቹ
	 ✓ 2. ✓ This is another Topic 	from 8:15am to 9:00am 🕔 📿 🛱 🗑
	2.1 👻	Process Type 🔽 TEST-719 🗸 🗸 🗸
	Point 1	Assignee ilmCon Admin
	$↔$ ϕ Z_{x} $⊕$ Formats \neg B Z U := Ξ III \neg 55 $↔$ ϕ	Additional Internal Select User
	Description OK Draft	Additional External Assignees
	Meeting: Who do what	Due date 2023-10-20
	か ペ Z _x 前 Formats → B I U 注 注 田 → ジ	Attachment Durchsuchen Keine Datei ausgewählt.
		Status Start Progress 🗸
	This is a comment in the meeting	Link to Issue TEST-719
		Epic Link 👻
		Wahlen Sie einen Epic aus, dem Sie diesen Vorgang zuordnen wollen.

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem



To view the meeting minutes as a draft, click on 'View Draft' button.





After downloading the PDF export, this is how it looks.

👌 Meeting Minutes Draft: Standa File Edit View E-Sign Win	ard Title - Adobe Acrobat F dow <u>H</u> elp	Pro (64-bit)						- 0 ×
Home Tools	Auftraggeber-Infor	Meeting Minutes D	Meeting Minutes D ×					0 🏥 🌔
	୍	① ① 1 0	of 6) 🗋 🛄 📐	⊕ ⊖ ∈	€) 70,6% • E	· 〒 <i>阜 L は</i> t	の 回 @	
	Meeting Min Data Paged Date Three Landow Date Three Landow Creator	nutes Draft: Standard Titl Test 15:03024/000044 - 10:0044 Second Control C	e Noglothe prin net ance and a source of the prin measurement (gencon de	TEST R	Sendiadon Meeting Universe Standard Nr. Duratin 1. 06:00AA - 00:00AA -	The 1 51 2024 00 800M and 1000MM The 1 51 2024 00 800M and 1000MM The is a Tapic This is a Tapic This is a Cash This is a Cash This is a context Tapic This tapic This is a context tapic This This is a context tapic This This is a context tapic This This tapic This This This This This This This This	<text></text>	
	Powered by OPM 📲	TEST_241015_DRAFT_Standard_Te	r_4011657495765656000 pdf	Page 1 [2	Powered by OPM	TEST_041015_DRAFT_Standard_Tilds_6011657	46576565000 pdf IP Page 2 2	Þ
🗧 📧 🤮 🖷 (N 🖪 🖬	ji 🔁 🍳				0 G	🗖 🐞 🕂 🖬 🤤 📲 🐔 👂	■ DEU 奈 Φ) 箇 17:56 眞 15.10.2024 眞



The attachment is also included.





To finalise the meeting minutes, click on 'Create meeting minutes PDF' button.

AGILEMINUTES	Sack to the Meeting Minutes Overview	
Meeting Minutes	Edit Meeting Minutes "Standard Title"	• C 2 2
Tasks	Sandkasten (TEST) 🐸 New (NEWGROUP)	
Attendee Groups	🛗 15.10.2024, 🛈 from 9:00am to 10:00am	
ADMINISTRATION	Metadata Topics Attachments	
Meeting Minutes Settings (PDF)		
Project Settings	> 1. Y This is a Topic	from 8:00am to 8:15am 🕚 🗘 🛱 👕
	> 2. • This is another Topic	from 8:15am to 9:00am 🕚 📿 🛱 👕

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem



Confirm with 'Yes' button





After finalisation, the list of meeting minutes will be shown. To download the PDF export, click on the 'Show PDF including Task list' button.

III OPM 📲 Dash	nboards 🛩 Projects 🛩 Is	ssues 👻 Boards 🌱 Plans 👻 Meeting Minutes 🌱 Create		Q Search	* 0 0 0
AGILEMINUTES Meeting Minutes	Meeting Minutes				+ Add Meeting Minute
Tasks Attendee Groups	Search by 👻 🖡		_ Q		
ADMINISTRATION Meeting Minutes Settings (PDF)	Date	Attendee Group	Meeting	Actions	
Project Settings	15.10.2024	New (NEWGROUP)	Standard Title	F1. 🗊 🔹 🐃	
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)	Jourfix Infrastruktur	a a t n	
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)	Jourfixe Infrastruktur	61. 61 🔹 🛰	
	23.09.2024	halle c (BVG-BMC)	halle c mit byg und planer	a, a 🔹 ĸ	
	23.09.2024	Jour Fixe (JOURFIX)	Agile Minutes - Urgent Improvement	/ =	
	12.09.2024	New (NEWGROUP)	Standard Minutes	a. a 🔹 🖕	
	08.08.2024	New (NEWGROUP)	Demo Meeting Minutes	/ =	
	07.08.2024	Free Meeting	Test (Again)	a, a 🔹 🖕	
	07.07.2024	Jour Fixe (JOURFIX)	Jour Fixe #4	/ =	
	05.06.2024	Free Meeting	Test	a, a 🔹 🖕	
	01.02.2024	Free Meeting	Test	6. 6 T •	
	15.12.2023	Jour Fixe (JOURFIX)	Jour Fixe 1	a, a 🔹 🕤	
	18.12.2021	Free Meeting	test	a, a 🔹 🛌	
	17.12.2021	Free Meeting	Test 2	a. a 🔹 🕤	
ttps://mm.otte-pm.net/secure/GetPDFDocu	ument.jspa?atl_token=A0R3-KG0	A-S0EY-0M9L_Sacc199ac1bfefebde4f6950f199d359d793bf73_lin&meetingMinutes	d=3433 sasdas		



This will be how it looks.





In this export option, the overview of open tasks will be shown as list.





If you click on the other export button 'Show PDF without task list', the task overview is omitted.

	hboards 🗙 Projects 👻 Issue:	s 👻 Boards 👻 Plans 👻 Meeting Minutes 👻 Create			Q	Search			≁ [£] ?	0)
AGILEMINUTES Meeting Minutes	Meeting Minutes								+ Add Me	eting Minute	i
Tasks Attendee Groups	Search by 👻 Search		Q								
ADMINISTRATION	Date	Attendee Group		Meeting	,						
Meeting Minutes Settings (PDF) Project Settings		*									
	15.10.2024	New (NEWGROUP)		Standard Title	5	. 🗐	Ŧ	5			
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)		Jourfix Infrastruktur	E		Ŧ	5			
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)		Jourfixe Infrastruktur	5		Ŧ	5			
	23.09.2024	halle c (BVG-BMC)		halle c mit bvg und planer	E		¥	5			
	23.09.2024	Jour Fixe (JOURFIX)		Agile Minutes - Urgent Improvement	1	Ŧ					
	12.09.2024	New (NEWGROUP)		Standard Minutes	E		¥	5			
	08.08.2024	New (NEWGROUP)		Demo Meeting Minutes	1	¥					
	07.08.2024	Free Meeting		Test (Again)	E		¥	5			
	07.07.2024	Jour Fixe (JOURFIX)		Jour Fixe #4	1	Ŧ					
	05.06.2024	Free Meeting		Test	5	. 🗊	¥	5			
	01.02.2024	Free Meeting		Test			Ŧ	5			
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1	E		¥	5			
	18.12.2021	Free Meeting		test			Ŧ	5			
	17.12.2021	Free Meeting		Test 2	E		Ŧ	5			
ittps://mm.otte-pm.net/secure/GetPDFDocu	ument.jspa?atl_token=A0R3-KG0A-S0	EY-0M9L_Sacc199ac1bfefebde4f6950f199d359d793bf73_lin&meetingMinut	tesid=3350&noTa	asks=true		51	-	1100			



To delete the meeting minutes, click on 'delete' button.

Tasks

Tasks Attendee Groups	Search by 👻 Search		Q						
ADMINISTRATION	Date	Attendee Group		Meeting	Actions				1
Meeting Minutes Settings (PDF)									
- Toject Settings	15.10.2024	New (NEWGROUP)		Standard Title	E1 .	5	Ŧ	n	
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)		Jourfix Infrastruktur	<			n	
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)		Jourfixe Infrastruktur			Ŧ	5	
	23.09.2024	halle c (BVG-BMC)		halle c mit bvg und planer	E1 .	1	Ŧ	5	
	23.09.2024	Jour Fixe (JOURFIX)		Agile Minutes - Urgent Improvement	1	Ŧ			
	12.09.2024	New (NEWGROUP)		Standard Minutes		5	Ŧ	n	
	08.08.2024	New (NEWGROUP)		Demo Meeting Minutes	1	¥			
	07.08.2024	Free Meeting		Test (Again)	61.	5	Ŧ	5	
	07.07.2024	Jour Fixe (JOURFIX)		Jour Fixe #4	1	Ŧ			
	05.06.2024	Free Meeting		Test	E1.	1		n	
	01.02.2024	Free Meeting		Test		1	Ŧ	-	
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1	E1 ,	5	Ŧ	m	
	18.12.2021	Free Meeting		test		5	¥		
	17.12.2021	Free Meeting		Test 2		5	Ŧ	5	
	12.10.2020	Free Meeting		sasdas		5	¥		
	30.09.2020	Jour Fixe (JOURFIX)		Mail Sending Test		61	¥	- m -	
	18.09.2020	Verschiebetest (VTEST)		Sicherheitsleveltest 2	61.	6	Ŧ		



REOPEN MINUTES

55

After finalised meeting minutes, the Jira tasks are flowing into the Jira task tracking system. Existing Jira Tasks are updated. If the minutes is required to be reopened, there is an option for this.



To reopen the meeting minutes, click on the 'reopen' button.

Tasks

Tasks	Search by 👻 Search		Q						
Attendee Groups									
ADMINISTRATION	Date	Attendee Group		Meeting	Actions				
Project Settings									
	15.10.2024	New (NEWGROUP)		Standard Title		1	Ŧ	5	
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)		Jourfix Infrastruktur		-		5	
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)		Jourfixe Infrastruktur	E],	5	V	5	
	23.09.2024	halle c (BVG-BMC)		halle c mit bvg und planer	A	1	v	5	
	23.09.2024	Jour Fixe (JOURFIX)		Agile Minutes - Urgent Improvement	1	¥			
	12.09.2024	New (NEWGROUP)		Standard Minutes	51.	5	¥	5	
	08.08.2024	New (NEWGROUP)		Demo Meeting Minutes	1	¥			
	07.08.2024	Free Meeting		Test (Again)	61.	5	Ŧ	5	
	07.07.2024	Jour Fixe (JOURFIX)		Jour Fixe #4		Ŧ			
	05.06.2024	Free Meeting		Test	E1 .	1	Ŧ	5	
	01.02.2024	Free Meeting		Test		1	Ŧ	5	
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1		5	Ŧ	5	
	18.12.2021	Free Meeting		test			¥	5	
	17.12.2021	Free Meeting		Test 2		6	Ŧ	5	
	12.10.2020	Free Meeting		sasdas	El.	5	¥	5	
	30.09.2020	Jour Fixe (JOURFIX)		Mail Sending Test	El.	61	¥	5	
	18.09.2020	Verschiebetest (VTEST)		Sicherheitsleveltest 2	61.	6	Ŧ	5	



To confirm, click on 'Yes'.

sks rtendee Groups	Search by 🛩 Search		Q						
MINISTRATION eting Minutes Settings (PDF) vject Settings	Date Attendee Group		Meeting		Actions				
		×	Reopen Meeting Minutes						
	15.10.2024	New (NEWGROUP)	Do you really want to reopen the selected mee	ting		3	¥	5	
	25.09.2024	Jourfix Infrastruktur choo (TPINFF	minutes?			1	Ŧ	5	
	24.09.2024	Jourfixe Infrastruktur (TP-INFRAS		Yes No		Ð	¥	5	
	23.09.2024	halle c (BVG-BMC)		mit bvg und planer	E1. 6	1	¥	5	
	23.09.2024	Jour Fixe (JOURFIX)	e Minutes - Urgent Improvement		1				
	12.09.2024	New (NEWGROUP)	stand	ard Minutes		1	Ŧ	5	
	08.08.2024	New (NEWGROUP)	Demo	Meeting Minutes	1				
	07.08.2024	Free Meeting	Test (/	lgain)	A . 6	1		5	
	07.07.2024	Jour Fixe (JOURFIX)	Jour F	ixe #4	/	ĩ			
	05.06.2024	Free Meeting	Test		a. 6	1	Ŧ	5	
	01.02.2024	Free Meeting	Test			1	Ŧ	5	
	15.12.2023	Jour Fixe (JOURFIX)	Jour F	ixe 1	61. 6	1	Ŧ	5	
	18.12.2021	Free Meeting	test		61. E	1	-	5	
	17.12.2021	Free Meeting	Test 2		a . 6	1	Ŧ	5	
	12.10.2020	Free Meeting	sasda:		61. 6	1	Ŧ	5	
	30.09.2020	Jour Fixe (JOURFIX)	Mail S	ending Test			Ŧ	5	
	18.09.2020	Verschiebetest (VTEST)	Sicher	heitsleveltest 2	E1. E	1	Ŧ	5	



You can now edit the minutes again.

III OPM 🏪 Dasht	boards 🛩 Projects 🛩 Issues	. 🕆 Boards 👻 Plans 👻 Meeting Minutes 👻 Create			Q s	earch			۴	0	0
AGILEMINUTES Meeting Minutes	Meeting Minutes								+ Add Me	eting Mir	nute
Tasks Attendee Groups	Search by 🛩 Search		Q								
ADMINISTRATION	Date	Attendee Group		Meeting	Actions						
Meeting Minutes Settings (PDF) Project Settings		*									
	15.10.2024	New (NEWGROUP)		Standard Title	1	¥					
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)		Jourfix Infrastruktur	Ξ.	1	Ŧ	5			
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)		Jourfixe Infrastruktur	51.	5	Ŧ	5			
	23.09.2024	halle c (BVG-BMC)		halle c mit bvg und planer		5	¥	5			
	23.09.2024	Jour Fixe (JOURFIX)		Agile Minutes - Urgent Improvement	1	¥					
	12.09.2024	New (NEWGROUP)		Standard Minutes	1	¥					
	08.08.2024	New (NEWGROUP)		Demo Meeting Minutes							
	07.08.2024	Free Meeting		Test (Again)	1	6	Ŧ	5			
	07.07.2024	Jour Fixe (JOURFIX)		Jour Fixe #4	1						
	05.06.2024	Free Meeting		Test		6	Ŧ	5			
	01.02.2024	Free Meeting		Test			Ŧ	5			
	15.12.2023	Jour Fixe (JOURFIX)		Jour Fixe 1	61.	6		5			
	18.12.2021	Free Meeting		test		6	Ŧ	2			
	17.12.2021	Free Meeting		Test 2		6	¥	5			
ttps://mm.otte-pm.net/plugins/servlet/ilmco	on-lop/protokolle/TEST?selectedTab=	protokolibearbeiten&protokoliID=3433		sasdas	57	5	-	1122			



For example, you can make changes to the point.





After the changes the meeting can be closed again.





This time, a comment must be entered to explain the changes to these minutes. Enter the comment.





In Adobe Acrobat, the newly exported PDF shows the changes on the first page.





ATTENDEE GROUPS

63

Attendee Groups are meeting minutes templates. You can use Attendee Groups as a template to create minutes for recurring meetings such as weekly meetings.



64 Click on 'Attendee Groups'

	ashboards 🌱 Projects 🌱 I	ssues 👻 Boards 👻 Plans 🎽 Meeting Minutes 🎽 Create		Q Search	- f 🕜 🗘 🙁
GILEMINUTES leeting Minutes	Meeting Minutes	5			+ Add Meeting Minute
asks	Search by ¥ Search	1	Q		
ttendee Groups					
DMINISTRATION	Date	Attendee Group	Meeting	Actions	
eeting Minutes Settir. (+) oject Settings		~			
	15.10.2024	New (NEWGROUP)	Standard Title	a. a 🔹	5
	25.09.2024	Jourfix Infrastruktur choo (TPINFRA)	Jourfix Infrastruktur	ā. ā 🔋	5
	24.09.2024	Jourfixe Infrastruktur (TP-INFRASTRUKTUR)	Jourfixe Infrastruktur	a. a 🔹	5
	23.09.2024	halle c (BVG-BMC)	halle c mit bvg und planer	a. a 🔋	5
	23.09.2024	Jour Fixe (JOURFIX)	Agile Minutes - Urgent Improvement	1 1	
	12.09.2024	New (NEWGROUP)	Standard Minutes	/ *	
	08.08.2024	New (NEWGROUP)	Demo Meeting Minutes	/ =	
	07.08.2024	Free Meeting	Test (Again)	i. i 🔋	5
	07.07.2024	Jour Fixe (JOURFIX)	Jour Fixe #4	/ =	
	05.06.2024	Free Meeting	Test	ə. ə 🔋	5
	01.02.2024	Free Meeting	Test	a. a 🔋	5
	15.12.2023	Jour Fixe (JOURFIX)	Jour Fixe 1	a. a 🔹	5
	18.12.2021	Free Meeting	test	a. a 🔹	1
	17.12.2021	Free Meeting	Test 2	a. a 🔋	5
://mm.otte-pm.net/plugins/servlet/ilr	mcon-lop/protokolle/TEST?selecte	dTab=protokollkreise	sasdas	a a -	



65 Click on 'Add Attendee Group'

III OPM 📲 Dashi	boards 🛩 Projects 🛩 Issues 🛩 E	3oards 👻 Plans 🌱 Meeting Minutes	 ✓ Create 			Q Search	🕂 🕜 🛱 🧕
AGILEMINUTES Meeting Minutes Tasks	Attendee Groups						+ Add Attendee Group
Attendee Groups	Group Key	Group Name	Security Level	Location	Weekday	Time	ns
ADMINISTRATION	BVG-BMC	halle c		*		10:00 - 10:00	
Meeting Minutes Settings (PDF) Project Settings	TP-INFRASTRUKTUR	Jourfixe Infrastruktur		online	Tuesday		1
	TPINFRA	Jourfix Infrastruktur choo		Online	Wednesday	08:00 - 09:00	1
	NEWGROUP	New			-		1
	VTEST	Verschiebetest		8	-		1
	JOURFIX	Jour Fixe		MS Teams	Friday	9:00am - 10:00am	1
	PROBE5	Test 2062017		Flugzeug	Sunday	14:00 - 16:00	1
	PROBE4	Probeprotokollkreis 4		WebEx	Monday, Thursday	11:00 - 12:00	1
	PROBE3	Probe 3			*		1
	PROBE2	Probe 2		WebEx	Tuesday, Friday	07:00 - 08:00	1
	ABCD	ABCD		Hamburg	Monday	06:00 - 07:00	1
	PROBE	Probe		Testort	Wednesday	11:30am - 12:30pm	
	ABC	Testprotokollkreis 1		Berlin	Monday	10:00 - 11:00	1
	TEST2	Test2		5	1.02		1
	AC	Testing		Berlin	Monday	09:00 - 10:00	1
							1



Type in the details of the attendee group.





For weekly meetings, here you can select which weekday the meeting is held on.

	oourus riojecis issues -	Durits - Plaits - Wi	cetting minutes creater				
AGILEMINUTES Meeting Minutes	Attendee Groups Sandkasten (TEST)	_					+ Add Attendee Group
Tasks Attendee Groups	Group Key	Add Attendee	Group			Time	Actions
ADMINISTRATION	BVG-BMC	General Information				10:00 - 10:00	1
Meeting Minutes Settings (PDF)	TP-INFRASTRUKTUR	Key (short name)*	GROUP				1
Project Settings	TPINFRA	Name*	New Attendee Group			08:00 - 09:00	1
	NEWGROUP	Standard Title	New Standard Title				1
	VTEST	Language	English				1
	JOURFIX	Weekday	Wednesday ×			9:00am - 10:00am	1
	PROBE5	Time	to			14:00 - 16:00	1
	PROBE4	Location				11:00 - 12:00	1
	PROBE3	Secretary	Select Secretary 👻				1
	PROBE2	Security Level*	none 👻			07:00 - 08:00	1
	ABCD	Handling of Attachments within	ng of Please choose vithin PDF			06:00 - 07:00	1
	PROBE	Send notifications	0			11:30am - 12:30pm	1
	ABC	arter finalizing meeting				10:00 - 11:00	1
	TEST2				Next Cancel		/
	AC	resung		Berlin	Monoay	09:00 - 10:00	/



Once the details are entered, click 'Next'

	bounus Projecto tatues	Boards - Plans - W				•	
AGILEMINUTES Meeting Minutes	Attendee Groups	_			_		+ Add Attendee Group
Tasks Attendee Groups	Group Key	Add Attendee	Group		,	lime	Actions
ADMINISTRATION	BVG-BMC	General Information			1	10:00 - 10:00	1
Meeting Minutes Settings (PDF)	TP-INFRASTRUKTUR	Key (short name)*	GROUP				1
Project Settings	TPINFRA	Name*	New Attendee Group		(08:00 - 09:00	1
	NEWGROUP	Standard Title	New Standard Title				1
	VTEST	Language	English				1
	JOURFIX	Weekday	Wednesday × 🗸		5	9:00am - 10:00am	1
	PROBE5	Time	9:00am to 10:00am			14:00 - 16:00	1
	PROBE4	Location	New Location			11:00 - 12:00	1
	PROBE3	Secretary	OPM-Jira × 🗸				1
	PROBE2	Security Level*	none 🗸		(07:00 - 08:00	1
	ABCD	Handling of Attachments within	Attach X ¥			06:00 - 07:00	1
	PROBE	Send notifications	0 0	A	1	11:30am - 12:30pm	1
	ABC	after finalizing meeting				10:00 - 11:00	1
	TEST2			Next G	ancel		1
	AC	iesung		beriin Monoay	(09:00 - 10:00	1



Specify the Participants and Distributors.





Here you can add topics as template.

	nboards 👻 Projects 👻 Issues 🛩	* Boards * Plans * Meeting Minutes * Creat	e		Q Search	* 0 0 0
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	Attendee Groups Sandkasten (TEST) Group Key BVG-BMC TP-INFRASTRUKTUR	Add Attendee Group Topics Number Topic 1. New Topic		Time 10:00 - 10:00	+ Add Attendee Group Actions	
	TPINFRA	2. New Topic 2	 ✓ ▼ ↑ 		08:00 - 09:00	1
	VTEST	3. Topic	+		9:00am - 10:00am	/
	PROBE5				14:00 - 16:00	,
	PROBE4 PROBE3				11:00 - 12:00	1
	PROBE2		Previous	Next Cancel	07:00 - 08:00	1
	ABCD PROBE	ABCD Probe	Hamburg Testort	Monday Wednesday	06:00 - 07:00 11:30am - 12:30pm	1
	ABC	Testprotokollkreis 1	Berlin	Monday	10:00 - 11:00	1
	TEST2 AC	Test2 Testing	- Berlin	- Monday	09:00 - 10:00	1
						1



Next, add external participants who have not Jira access. Once it is done, click on 'save'




Here you will see the new attendee group is created. You can edit it at any time.

III OPM - Dashi	boards 🛩 Projects 🛩 Issues 🛩	Boards 🌱 Plans 🌱 Meeting Minutes	✓ Create			Q Search	🕂 🕜 🗘 🧕
AGILEMINUTES Meeting Minutes Tasks	Attendee Groups						+ Add Attendee Group
Attendee Groups	Group Key	Group Name	Security Level	Location	Weekday	Time	Actions
ADMINISTRATION	GROUP	New Attendee Group		New Location	Wednesday	9:00am - 10:00am	2
Meeting Minutes Settings (PDF)	BVG-BMC	halle c		(2)	397	10:00 - 10:00	Edit
Project settings	TP-INFRASTRUKTUR	Jourfixe Infrastruktur		online	Tuesday		-
	TPINFRA	Jourfix Infrastruktur choo		Online	Wednesday	08:00 - 09:00	
	NEWGROUP	New		151			1
	VTEST	Verschiebetest					1
	JOURFIX	Jour Fixe		MS Teams	Friday	9:00am - 10:00am	1
	PROBE5	Test 2062017		Flugzeug	Sunday	14:00 - 16:00	1
	PROBE4	Probeprotokollkreis 4		WebEx	Monday, Thursday	11:00 - 12:00	1
	PROBE3	Probe 3		12.5	12		1
	PROBE2	Probe 2		WebEx	Tuesday, Friday	07:00 - 08:00	1
	ABCD	ABCD		Hamburg	Monday	06:00 - 07:00	1
	PROBE	Probe		Testort	Wednesday	11:30am - 12:30pm	1
	ABC	Testprotokollkreis 1		Berlin	Monday	10:00 - 11:00	1
	TEST2	Test2		120	387.5		1
	AC	Testing		Berlin	Monday	09:00 - 10:00	1
https://mm.otte-pm.net/plugins/servlet/ilmco	on-lop/protokolle/TEST?selectedTab=protok	kollkreisbearbeiten & protokollkreisID=197					



Note: If the option 'Send notifications after finalizing meeting' is checked, then the meeting minutes PDF export will be automatically sent to the participants and distributors after the finalisation of meeting minutes.

III OPM 📲 Dast	nboards 🛩 Projects 🛩 I	ssues 🛩 Boai	rds 🛩 Plans	 Meeting Min 	utes 🛩 Create							C	L Search	4 [€]	8 (و د
AGILEMINUTES Meeting Minutes Tasks Attendee Groups	← Back to the Attende Edit Attendee Gr . Sandkasten (TEST)	e Group Overvi oup	ew									Succes Attende	s ee group was me	odified successfully	y.	<
ADMINISTRATION Meeting Minutes Settings (PDF)	Key (short name)*	GROUP	Crown			Weekday Wednesday ×					~					
Project Settings	Attendee Group*	Current Atten	dee Group	tee Group 👻					Location New Location							
	Standard Title	New Standard	l Title						Secretary	retary OPM-Jira × •						
	Language*	English		~	×					Handling of Attach Attachments within						
	Security Level*	none		Ť				Ser	PDF id notifications after finalizing meeting	0						
	Number		Торіс							tions						
	1.		New Topic							1	Ŧ	1				
	2.		New Topic 2							1	¥	Ť				
	3.		Торіс							+						
	Nr. Standard Participant					Actions Nr.			Nr. Standa	r. Standard Distributor			Actions			
	1 Alex Sia				Ť	→			1 OPM /	Administrator					+	
	2 Christian Sc	huch			Ŵ	->			Selec	ct Recipient 👻				+		
	3 OPM-Jira				Ŧ	→										
	Select Part	icipant 👻			+											



Once edited, click on 'save'.

III OPM 📲 Dast	nboards 🛩 Projects 🛩 Issues 🛩	Boards 🛩 Plans 🛩 Meeti	ng Minutes 👻 Create						Q Search	4 ^E	0	0 🧕	
AGILEMINUTES Meeting Minutes Tasks Attendee Groups	← Back to the Attendee Group C Edit Attendee Group ♣ Sandkasten (TEST)	Iverview								-		Save	
ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	Key (short name)* GROUP Name* New Att Attendee Group* Current	endee Group		Weekday Wednesday × Time 9:00am to 10:00am Location New Location									
	Standard Title New Sta Language [*] English Security Level [*] none	ndard Title 👻			Att	Secretary Handling of achments within PDF	OPM-Jira Attach	х	*				
					Se	nd notifications after finalizing meeting	0 0						
	Number 1.	Topic New Topic					Actions	¥ 4					
	2.	New Topic 2		/ ¥ 1									
	3.	Торіс					+						
	Nr. Standard Participant		Actions			Nr. Standa	rd Distributor			Action	s		
	1 Alex Sia 2 Christian Schuch		Ŧ	→ →		1 OPM	Administrator			▼ +	+		
	3 OPM-Jira		¥	→									
	Select Participant	~	+										



PROJECT SETTINGS

75

In principle, Ilmcon as the developer of the plugin can customize the tool for clients' project needs. jirasupport@ilmcon.de The project project settings page enables you to link the different types of Jira issues with the meeting minutes.



Here you are able to see all the Issue types connected to the minutes. Info is for example connected to 'Story' type. To edit the items, click on 'Edit'

	hboards 👻 Projects 🛩 Issues 🛩 Boards	✓ Plans ✓ Meeting Minutes ✓ Create		🔍 Search 🔶 🥐 🙆
AGILEMINUTES Meeting Minutes Tasks Attendee Groups ADMINISTRATION Meeting Minutes Settings (PDF) Durinet Futures	Project Settings & Sandkasten (TEST) JIRA Editor-Format Save Issue Types	• 0		Manage Translations + Add Issue Type
Project settings	Name	Description	Associated JIRA Issue Type	Actions
	Draft	A Draft		/ ¥
	Info	An Info	Story	× =
	Appointment	An Appointment		/ =
	Task	A Task	CriticalItem	/ =
	Decision		Decision	/ =
	Mangel		Deficiency	/ =

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem

A ATLASSIAN



Normal usecase: to connect a 'task' type in Jira to the minutes.

deeting Minutes	Sandkasten (TEST)	-							
Tasks	JIRA Editor-Format HTML	Edit Issue Type	e						
Ittendee Groups IDMINISTRATION Veeting Minutes Settings (PDF)	Save Issue Types	Name Description	Task A Task		,	lanage Translatio	ns +	Add Issue	Туре
inject settings	Name				Actio	15			
	Draft				1	¥			
	Info	JIRA Issue Type	🛄 CriticalItem 🛛 🗙 🗸		1	¥			
	Appointment	Allows Finalization	٩		1	Ŧ			
	Task		New Feature	Save Cancel	1	Ŧ			
	Decision		Task		1	¥			
	Mangel		Improvement Report		1	¥			
		Atlassian Jira Project Managem	Epic	About Jira Report a problem	i				
			A ATLASSIAN						



78 Click on 'save'



A ATLASSIAN



Another example: 'Decision' as another issue type connected to Jira. You are also able to enter the decription.

Aeeting Minutes	Project Settings Sandkasten (TEST)		the second s
asks Attendee Groups	JIRA Editor-Format HTML	Edit Issue Type	
DMINISTRATION Aeeting Minutes Settings (PDF) roject Settings	Save Issue Types	Decision Description This is a decision	Manage Translations + Add Issue Type Actions
	Draft Info	JIRA Issue Type 🗳 Decision 🛛 🛪 🗸	/ 1
	Appointment	Allows Finalization 🦉	/ 1
	Task	Save Cancel	/ 1
	Decision	Decision	/ 1
	Mangel	Deficiency	/ 1
		Atlassian Jire Project Management Software (v9.16.0#9160000-sha1:s94420a) · About Jira · Report a probl	iem



'Draft' can be a usecase to set a point as draft before changing it into the others.

III OPM 📲 Das	shboards 🗙 Projects 👻 Issue	es 🗙 Boards 🛩 Plans 👻 Meeting Minutes 👻 Cre	eate	Q Search	4 [€] (90	0
AGILEMINUTES Meeting Minutes Tasks Attendee Groups	Project Settings Sandkasten (TEST) JIRA Editor-Format	TML v Ø					
ADMINISTRATION	Save			Advances Transference			τ
Meeting Minutes Settings (PDF) Project Settings	Issue Types			Manage Translations	+	Add Issue	Type
	Name	Description	Associated JIRA Issue Type	Actions			
	Draft	A Draft			Ŧ		
	Info	An Info	Story		¥		
	Appointment	An Appointment			Ŧ		
	Task	A Task	Task	1	¥		
	Decision	Decision memo for the project which involves impact	t on Budget Decision	1	Ŧ		
	Deficiency		Deficiency	1	Ŧ		

Atlassian Jira Project Management Software (v9.16.0#9160000-sha1:c94420a) · About Jira · Report a problem

A ATLASSIAN



If you uncheck 'Allows Finalization', it will prevent you to finalize meeting minutes when there are 'draft' points. This could be helpful to make sure all the points are checked and ready.

III OPM 📲 Dash	boards 👻 Projects 👻 Is:	sues 🛩 Boards 🛩 P	ans 👻 Meeting Minutes	✓ Create			٩	Search	4€	0 °	۲
AGILEMINUTES Meeting Minutes	Project Settings					-					
Tasks Attendee Groups	JIRA Editor-Format	HTML	Edit Issue Typ	e		- 11					
ADMINISTRATION Meeting Minutes Settings (PDF) Project Settings	Issue Types		Name Description	Draft A Draft				Manage Translation:	Н	- Add Issue	Туре
	Name Draft	Description A Draft			li.	Associat	ed JIRA Issue Type	Actio	ns		
	Info	An Info	JIRA Issue Type Allows Finalization	Select JIRA issue type	. *	Story		/	¥		
	Appointment Task	An Appointment A Task			Save	Cancel Task		/	Ŧ		
	Decision	Decision memo f	or the project which involv	es impac		Decisio	n	1			
	Deficiency					Deficie	ncy	1	Ť		
			Atlassian Jira <u>Project Manager</u>	ent Software (v9.16.0#9160000	-sha1:c94420a) · About Jira · Rep	ort a problem					
				A ATLASS	IAN						



CONTACT

82

As Agile Minutes users, you are welcome to contact the support at:

ilmCon GmbH jirasupport@ilmcon.de

Sales and marketing, Customization: +49 173 2796 377

Technical Support: +49 174 1959 658

