

CWL Inc. (Formerly Calwell Inc.)

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Meeting Minutes Software, Version 2.1

This document serves to explain the operation and use of the utility named Minutes. This document is updated often and can be downloaded, as well as any other updates that may be available at <https://cwl.cc>

Program Description

Meetings are often a part of most corporate landscapes, as are the recording and communication of these meetings to the employee population. The record of a meeting is often called the Meeting's "Minutes". **The Meeting Minutes application was written as a system that allows the company to create, distribute and receive feedback about the very information that is recorded in meetings. The Meeting Minutes application will improve your companies' communication with employees, and thus your bottom line.** Often, employees use this software to communicate new ideas or issues that need to be improved. Meeting Minutes can also be used to announce upcoming events much like a bulletin board. With the Minutes application you will create a special file that contains the information about your meeting. Once created, others in your office (anyone with a computer) will be able to view the contents of this file, print it, or add comments. The files created can also be emailed to people who would like to keep in touch with office communications.

As a security precaution, you may also enable a feature that logs the username so you know exactly who is writing the comments in your files.

The Minutes application also has a high degree of customization and can even be further developed if you require. For more information about custom development email info@cwl.cc

Program Requirements

- A computer with a shared directory that has Read/Write access. Commonly this is the server.
- Windows 32bit and above to run the client or server
- Approximately 5mb of storage space on the hard disk, this will increase as files are created.
- To use AutoEmail and Program Updates, access to the Mail Server and Internet is required by way of TCP/IP.

Program Installation

Installation of Meeting Minutes has two parts, first the program must be installed to a directory on your computer's hard disk drive. This directory is "C:\Program Files\KCTS\Minutes", but you may choose any directory you would like. The application should be installed on a computer accessible to all computers on your network that is able to share directories. This is commonly a server.

To install the program, double click on the application's installation program. This program is usually called MinRXX.exe. The installation process will step you through the configuration options.

The final part of the installation process involves using your Server's Operating System to share the Minutes Installation directory and then setting all your clients to connect to this shared directory by way of a mapped drive. **Note: This process is commonly done by a Network Administrator.**

To improve the efficiency of the Minutes application you may want to also setup your system in the following ways:

- Place the application files and .INI files (MinutesE.exe, MinutesV.exe, MinutesE.ini, MinutesV.ini) in a directory on the server that is read-only and place the Meeting Minutes files (*.mnt) in a Red-Write directory to protect your application files from being deleted.
- Place a shortcut to the Meeting Minutes Viewer (MinutesV.exe) on the desktop of your client computers for easy access.
- Archive any Meeting Minutes files (*.mnt) that are older than a month to reduce the time spent managing files.

Program Usage

Basic Usage – Create a Meeting Minutes File

When your company's meeting (s) take place, you should have a computer nearby that will be used to create the Minutes file. The computer should be on the network and configured as suggested in the Installation section above.

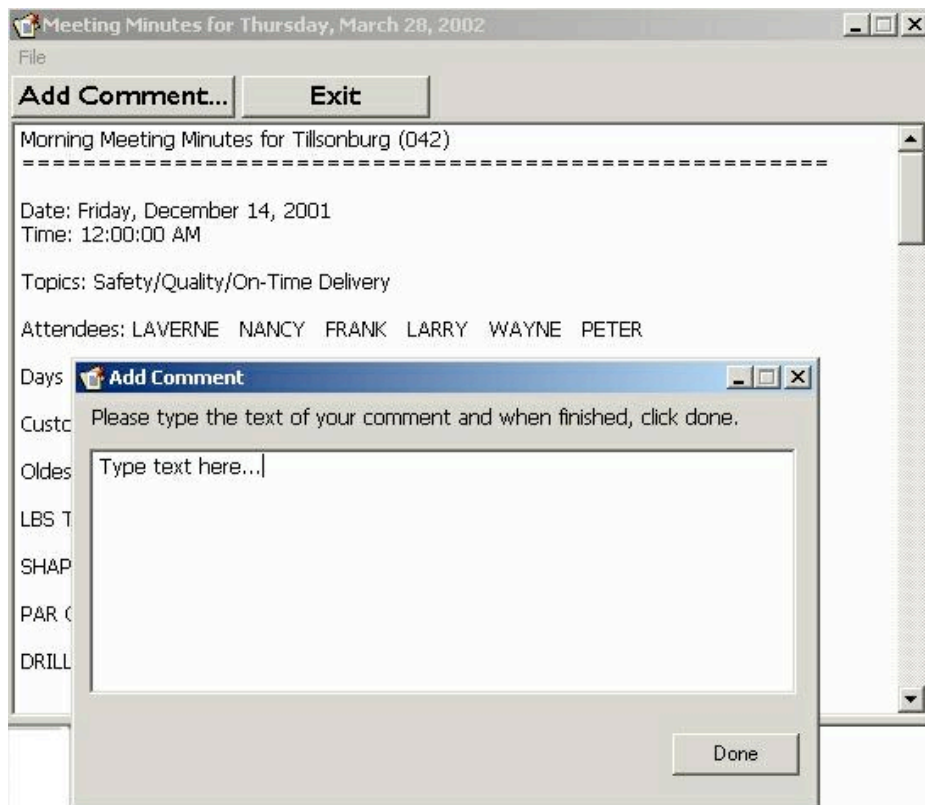
To create the Meeting Minutes file, run the shortcut named MinutesE from your start menu or alternatively from your desktop. Once loaded, you will see an interface like the one at left. One person should be designated as the "Minutes Taker" and sit in front of the computer running the Minutes Editor. The Minutes Taker will then fill in the fields in the window starting with the daily topic and ending with any Health or Safety issues. Each Meeting attendee's specific notes are created by using

the "Add Attendee" button and then placing the notes in the corresponding tab for that person.

While typing your meeting information for each of the attendees or for Health and safety issues, the application will automatically spell-check your words as you enter them. To correct your words, right-click on the word underlined with a red line and the spell-checker will recommend words to correct.

When all the information is recorded, click on the Quit/Save Button to start the process of saving the Minutes file and/or sending the AutoEmail.

Basic Usage – View, Print or add Comments to the Minutes File



Now that there are minutes files created, they can be viewed by the MinutesV application. To run the MinutesV application, double-click on the application's icon on the desktop. **Note: This icon is normally setup by your System Administrator. This will be discussed more in the advanced usage section of the manual.**

When running, the user will be presented with a list of available Minutes files (*.mnt) that are located in the directory that the program is running from. You may also choose the file that was created today by just pressing enter. Once open, you can view the file and scroll up or down to see more text if the file is longer than the window itself. The

interface of the Minutes Viewer application is designed to fit resolutions as small as 640x480 and a minimum of processing power.

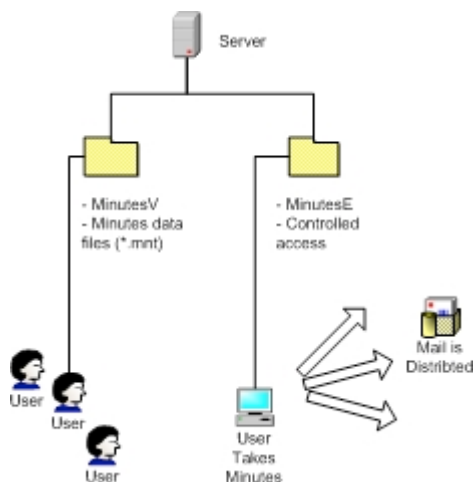
Printing of this file is achieved by clicking on the File -> Print menu item or alternatively pressing the CTRL+P keyboard combination. The user is presented with a dialog to choose the desired print job then print.

If the user wishes to add a comment, he/she needs only to start typing the text of the comment and the Minutes Viewer will automatically pull up a window to hold this text. When finished the comment, the user clicks "Done" and the comment is added to the end of the opened minutes file.

Advanced Usage

Recommended/Example Setup

The two applications of the Minutes system were designed to be separated for the purpose of controlling access to the Minutes files (.mnt) and the application itself. An example setup of the Minutes system is as follows:



1. A location is allocated on the server (such as a shared directory called minutes). This directory should be set to read and write only. The users will connect (by way of a drive letter) and run the MinutesV.exe application and read/add comments to the files.
2. Another location on the server is allocated (read, write, and create) for the creation of Minutes files. The user recording the meetings minutes saves the current day's file in the directory where the share "minutes" is located.

Mail Server Integration

The minutes application is capable of sending the daily Minutes text out to the people you select by way of a mail server. Minutes uses the SMTP protocol to send its messages to a server. If you require the messages to be sent outside of the domain specified by the SMTP server, you will require a relay server.

Logging the names of the user's comments

Each time the user decides to add comments to the Minutes files, the Minutes viewer has the capability of logging the name of the logged-in user. To setup this functionality in the application, first create an INI file with something like the following example:

```
[Options]
Verbose=1
Directory=C:\
```

The [Options] section is a required parameter that signifies the settings below. The "Verbose" parameter should be set to "1" to turn on the logging of the user's entries. In addition, the "Directory" parameter determines the location of the log file created. The created log file will be named MinVerbLog.txt. The minutes viewer (and thus the user) should have write access to this directory.

The username is determined by the environment variable MENUID that should be set in a login script or when the user logs in.

Recommended Archival Process

As more files are created, the directory where the Minutes Viewer application is installed will become unruly for the users to look into older files. It is recommended you archive the Minutes (*.mnt) files once every month into a .zip or other compression archive and place them in a subdirectory for access later if required.

Updating the Minutes Applications

Both the applications that comprise the Minutes system can be automatically updated to the newest available version. To update, you must have access to the Internet. To update the Minutes Editor, click on the “About” tab and select the link to the right of “Product Updates”. To update the Minutes Viewer, click on File - > Check for Updates... In both cases the application will automatically update and restart the application.

Contact

If you would like to see a feature added or need more information, please contact me at <https://cwl.cc>

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