

# SharePoint® win

## *Stay on the same page with a Meeting Workspace*

A Meeting Workspace site is a Web site for centralizing all the information and materials for one or more meetings. Before the meeting, you can publish the agenda, attendee list and documents you plan to discuss so that all attendees can access them. During or after the meeting, use the Meeting Workspace to publish the meeting results and track tasks.

### **To create a Meeting Workspace:**

1. Go to the Web site where you want to add the Meeting Workspace site. Click **View All Site Content** under the Site Actions menu, and then click **Create** on the All Site Content page.
2. Under Filter By: All Categories, select **Meetings** and then click on the **Meeting Workspace** that best fits your needs.

There are five meeting workspace templates you can choose from:

- **Basic Meeting Workspace:** Designed to plan, organize and track your meeting.
- **Blank Meeting Workspace:** Creates a blank Meeting Workspace site for you to customize based on your requirements.
- **Decision Meeting Workspace:** Designed for reviewing documents and recording any decisions that are reached at the meeting.
- **Social Meeting Workspace:** Helps you to plan social occasions, such as a company picnic or a party for your team.
- **Multipage Meeting Workspace:** Provides the basics to plan, organize, and track your

meeting with multiple pages. It includes two blank pages for you to customize based on your requirements.

3. Enter the information about the Meeting Workspace site that you want to create, such as the title and the last part of the Web site address.
4. Select **More Options** if you would like to add a description, assign permissions or edit the navigation bar of the new site.
5. Click **Create**.

## Life win

### MEETING OF THE MINDS

If you work in an office, you probably spend tons of time in meetings.

Here are three tips that can help make that time more efficient:

1. **Publish an agenda in advance – and follow it.**
2. **Start the meeting on time and on topic.**
3. **Set aside a certain amount of time for discussion on each topic and hold people to the allotted time.**