

Sample Action Item Entry Form



Action Item Entry Form

Task Title	<input type="text" value="Action Item Title"/>	Priority	<input type="text" value="Medium"/>
Project	<input type="text" value="14102 - Ops Ala Carte A400M Winch R&S"/>	Status	<input type="text" value="Open"/>
Meeting	<input type="text" value="2014-09-03-Project: 14102 - Test meeting 2"/>	Closed By	<input type="text"/>
Assigned To	<input type="text" value="Lacetera, Jessica"/>	Deliverable	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date Assigned	<input type="text" value="09/10/2014"/>	Client Due Date	<input type="text" value="09/18/2014"/>
Date Due	<input type="text" value="09/19/2014"/>	Delivered Date	<input type="text"/>
Entered By	<input type="text" value="Rabkin, Ilya"/>	Reason For Change	Date Change History

Task Description

Normal	<input type="text"/>
Task Description	

Notes

Normal	<input type="text"/>

Save

Cancel

Sample Meeting Minutes Entry Form



Meeting Minutes Entry Form

Meeting Title	<input type="text" value="Test Meeting"/>	Omnicon Participants <input type="checkbox"/> Williams, Jennifer <input type="checkbox"/> Murphy, Laurel <input type="checkbox"/> Murphy, Laurel <input type="checkbox"/> Nguyen, San <input type="checkbox"/> Nguyen, San <input type="checkbox"/> Ozarin, Nathaniel <input type="checkbox"/> Ozarin, Nathaniel
Project	<input type="text" value="14140 - Motorola Avalanch Reliability Prediction"/>	
Meeting Type	<input type="text" value="Kickoff Meeting"/>	
Meeting Date	<input type="text" value="09/10/2014"/>	
Start Time	<input type="text" value="10:00 AM"/>	
End Time	<input type="text" value="11:00 AM"/>	
Meeting Site	<input type="text" value="Client Site"/>	
Location	<input type="text"/>	
Meeting Scribe	<input type="text" value="Lacetera, Jessica"/>	
Other Attendees <div></div>		
Attendance By <input type="text" value="On Site Visit"/>		

Agenda

Normal	<input type="text"/>
<div></div>	

Meeting Minutes

Normal	<input type="text"/>
Meeting Minutes here	
<div></div>	

Actions Required

Normal	<input type="text"/>
<div></div>	

Save

Cancel

Sample View Form – to select row to edit or print, or add new rows.



Meeting Minutes

Reset Filters Below

[View Table Sorting Options](#)

Project Number	Meeting Date	Meeting Type	Meeting Title
Try 141**	Try 2014-07-	Try Review	Try Kickoff
13101	2014-09-05	Preliminary Design Review	Test Meeting 1
14102	2014-09-03	Client Training	Test meeting 2

- Edit
- Add New
- Print Table
- Print Selected
- Return