

# Meetings

## Description

The Meetings application allows you to schedule, organize, and track meetings with leads, customers, or internal staff. It supports planning both face-to-face and online meetings, storing relevant details such as date, time, participants, notes, and status. This module is essential for keeping a history of client interactions, improving follow-up, and maintaining team coordination.

## List view

SaltOS Dashboard Applications				Admin
<div><div>+ New</div><div>Search</div><div>Search PDF Reset</div></div>				
Title	Location	Start Time	Customer	
<input type="checkbox"/> Optimized bifurcated capability	Robertfurt	2024-06-16 10:10:12	Murphy, Glenn and Perez	
<input type="checkbox"/> Realigned incremental forecast	Lake Alexander	2024-05-07 12:03:54	Collins, Martinez and Chambers	
<input type="checkbox"/> Down-sized leadingedge algorithm	Port Erika	2024-04-22 11:57:23	Brown LLC	
<input type="checkbox"/> Open-source needs-based access	Codyville	2025-01-05 17:02:03	Summers Ltd	
<input type="checkbox"/> Customizable optimizing process improvement	Richardsonmouth	2025-01-11 15:43:24	Brown Ltd	
<input type="checkbox"/> Decentralized fault-tolerant budgetary management	Julieview	2025-03-30 03:27:01	Sandoval, Kim and Shea	
<input type="checkbox"/> Digitized zero-defect neural-net	West David	2024-08-25 08:30:42	Day, Munoz and Ferguson	
<input type="checkbox"/> Intuitive dynamic encryption	East Garymouth	2024-10-23 18:29:51	Holder Inc	
<input type="checkbox"/> Diverse actuating support	Angelaberg	2024-05-03 00:56:33	Harrison-Medina	
<input type="checkbox"/> Stand-alone optimizing array	Kellermouth	2024-08-28 11:49:54	Scott Group	
<input type="checkbox"/> Re-engineered multi-state paradigm	Markland	2025-02-17 18:58:15	Dennis-Casey	
<input type="checkbox"/> Implemented incremental ability	Lake Michael	2025-04-01 20:10:52	Wang-Miller	
<input type="checkbox"/> Cross-platform needs-based open system	Joshuaville	2024-08-18 18:55:34	Estes and Sons	
<input type="checkbox"/> Optimized context-sensitive framework	Joethaven	2024-12-04 14:04:41	Erickson-Rocha	

The following fields are displayed in the list view:

- Date: Scheduled date of the meeting.
- Time: Scheduled time for the meeting.
- Subject: Title or topic of the meeting.
- Customer: Participant or client associated with the meeting.
- Type: Classification of the meeting (e.g., call, on-site visit, video conference).
- Status: Current state of the meeting (e.g., Planned, Completed, Cancelled).
- Assigned To: Person responsible for attending or organizing the meeting.

## Form view

This view is used for creating, editing or viewing a meeting entry.

In **create** mode, a new meeting is scheduled.

SaltOSDashboardApplicationsAdmin

+ New

Search

SearchPDFReset

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<input type="checkbox"/> Optimized context-sensitive framework	Joethaven	2024-12-04 14:04:41	Erickson-Rocha

Title

Location

Start Time

End Time

Related Customer

Participants

Agenda

Topics Approved

Topics Rejected

Topics Pending

New files

New note

CreateCancel

In **view** mode, details are shown read-only for reference or audit.

SaltOSDashboardApplicationsAdmin

+ New

Search

SearchPDFReset

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Title

Location

Start Time

End Time

Related Customer

Participants

Agenda

Topics Approved

Topics Rejected

Topics Pending

InfoPDFEditDeleteClose

In **edit** mode, the meeting details can be modified if needed.

Dashboard Applications

Admin

+ New

Search

Search PDF Reset

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Title

Optimized bifurcated capability

Location

Robertfurt

Start Time

06/16/2024, 10:10:12 AM

End Time

06/16/2024, 12:10:12 PM

Related Customer

Murphy, Glenn and Perez

Participants

Brian Good  
 Rhonda Brown  
 Brittany Carter

Agenda

Carry wall include child break. Kitchen number language standard culture production purpose. Prepare hot box class force office. Onto house note consumer question.  
  
 Himself out recent full. Religious history wrong require.

Topics Approved

Wear blue director father artist. Meeting set where have.

Topics Rejected

Wonder dream me above work. Participant thank thank big trip example conference head. Around someone necessary evidence front. Order claim mind want artist.  
  
 Cup be by anyone bad executive bit. Book us even. Guy father chair analysis popular student decade three.  
  
 Think though else up modern plant place. Have along goal phone wind.

Topics Pending

Prove much page enjoy director. Interest life family story everything.  
  
 Exactly family several. Change capital age attorney write suddenly bad ago. Us trade care able number leg worker onto.  
  
 Themselves history information big color wear. Operation economy week audience.

New files

The form includes the following fields:

- Date: Day the meeting is planned to occur.
- Time: Scheduled time (optional if the meeting is full-day).
- Subject: Brief title or summary of the meeting.
- Customer: Linked participant or external contact.
- Type: Meeting format or category.
- Status: Progress state of the meeting (e.g., Confirmed, Done).
- Assigned To: Internal user or employee leading the meeting.
- Location: Physical address or virtual link for the meeting.
- Notes: Additional observations or meeting agenda.
- Files: Attachments such as reports, presentations, or confirmations.

## Delete

Meetings can be deleted from the list view if created in error or no longer relevant.

Records are usually kept for historical traceability unless explicit removal is needed.