### MoM-Input-01 Input minutes of meeting

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| **Purpose** | Record minutes of meeting with all necessary content. |
| **Description** | Company Administrator takes and enters minutes of meeting into online form and can submit it as a finalized form. |
| **Acceptance criteria** | 1. Create new MoM 2. Fill all the obligatory fields 3. Fill multiple minutes items 4. Submit MoM 5. Email is send to all attendees. |
| **User** | Company Administrator |
| **Specification of data** | *Mockup of Edit page in IPD-29* |
| **References** | Excel document and Jira Mockup |
| **Comments/Questions** | *?* |

### MoM-View-01

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| **Purpose** | Review minutes of meeting. |
| **Description** | Users open up minutes of meeting, read all written down data and ?react?. |
| **Acceptance criteria** | 1. From list of MoM open MoM in View mode 2. Read through MoM 3. Data can’t be changed |
| **User** | Company administrator, Attendees, Manager?, ? |
| **Specification of data** | *Same as Mockup of Edit page in IPD-29* |
| **References** | Excel document and Jira Mockup |
| **Comments/Questions** |  |

### MoM-Respond?-01

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| **Purpose** | Respond to minutes of meeting |
| **Description** | Users can react to minutes of meeting, with:   * Submit response |
| **Acceptance criteria** | 1. From list of MoM open MoM in Respond view 2. Read through MoM 3. Write a responese |
| **User** | Attendees, ? |
| **Specification of data** |  |
| **References** |  |
| **Comments/Questions** |  |

### MoM-Create Next-01

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| **Purpose** | Use old MoM as a template for new MoM |
| **Description** | User can add new MoM based on old MoM. |
| **Acceptance criteria** | 1. Open old MoM in View or Edit page 2. Chose Create Next 3. New MoM will open and these data will be prefilled:   Client, Project, Project No., Subject, Meeting Type, Reference number, Meeting number (+1), Revision = 0   1. Fill all the obligatory fields 2. Fill multiple minutes items 3. Submit MoM 4. Email is send to all attendees. |
| **User** | Company Administrator |
| **Specification of data** | *Mockup of Create Next in IPD-29* |
| **References** | Excel document and Jira Mockup |
| **Comments/Questions** |  |