

Meeting1 - View Details

Name	Date	Start Time	End Time	Venue	Updated on
Meeting1	25/12/2000	1030	1130	VenueA	23/12/2000

Minutes of meeting Upload

No	Document	Date created	Uploaded by	Role	Action
01	Draft#1	04/01/2001	UserA	Secretariat	view delete

My action items

No	Item	Description	Status	Due Date
01	Item1	Desc1	Submitted	04/01/2001

Some text
 A second line of text

Save Cancel

[View agenda](#)
[Update action item register \(AIR\)](#)

Close Window

MeetingB - Details [\(edit | delete\)](#) [Add to Outlook](#)

Name	Date	Start Time	End Time	Venue	Updated on
MeetingB	01/02/2001	1200	1400	VenueB	28/01/2001

[Register agenda item](#)
[Edit agenda](#)

Close Window

Agenda + - R

Agenda (Export)

No	Agenda Item	Presenter(s)/Owner(s)	Duration	Attachments	Action
01	Item1 (hide comment show log)	UserA/UserB	30 min	PDF	edit delete

UserA - "This is a sample comment"
 -29/01/2001

Some text
 A second line of text

Save Cancel

02	Item2 (show comment show log)	UserB/UserC	1 hr	No papers	edit delete
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drag-n-drop to rearrange rows

Save Close

Agenda item detail

Item:
 Presenter(s):
 Staff-in-attendance:
 Owner(s):
 Synopsis

Some text
 A second line of text

 Duration: min/hr
 Attachments: Browse...

Item One
 Item Two

Save Cancel

Action item register (AIR)

This meeting Past meetings

No	Item	Description	Status	Assignee	Notes	Action
01	Item1	Desc1	Open	UserA	view	edit delete

[Add new...](#)

Close Window

Action item detail

Item:
 Description:
 A second line of text
 Status:
 Assigned to:
 Notes:

Some text
 A second line of text

Save and Continue Save and Close Cancel

main overview page

Meeting room: [Create](#) | [Edit](#)

Find

search

Name	Action
MeetingRoomA	edit / members
MeetingRoomB	edit / members
MeetingRoomC	edit / members

Cancel

1. auto-suggest textbox
2. 'A'-'Z' quick links
3. common search dialog

Meeting room detail

Name:

Category:

ToR:

read category list off config

mandatory to have at least one secretariat before allowed to save

Members

Name	Role	Action
UserA	<input type="text" value="Presenter"/>	edit / delete
UserB	<input type="text" value="Chairman"/>	edit / delete
GroupC	<input type="text" value="Secretariat"/>	edit / delete
<input type="text" value="Some text"/>	<input type="text" value="Member"/>	
Add new...		

auto-suggest textbox

in-place edit/del functions ie. row switches between RW/RO

(User) [logout](#)

My action list

Minutes of meetings

Action items

No	Meeting	Due Date
01	MeetingA	04/01/2001

Show more...

Meetings

Next 30 days

Upcoming

Subscribed

No	Name	Date	Time	Venue
01	MeetingB	01/02/2001	1200	VenueB
02	MeetingC	01/03/2001	1300	VenueC

Show more...

Meeting rooms

Search...

No	Name
01	MeetingRoomA
02	MeetingRoomB
03	MeetingRoomC

Show more...

(User) [logout](#)

My action list

Minutes of meetings

Action items

No	Meeting	Item	Desc	Due Date
01	MeetingA	Item#1	Desc#1	01/02/2001

Show more...

Meetings

Next 30 days

Upcoming

Subscribed

No	Name	Date	Time	Venue
01	MeetingX	15/01/2001	1400	VenueX

Show more...

Meeting rooms

Search...

No	Name
01	MeetingRoomA
02	MeetingRoomB
03	MeetingRoomC

Show more...

MeetingRoomA

ToR:

Some text
A second line of text

[Members](#)

Upcoming meetings

No	Name	Date	Time	Venue
01	MeetingB	01/02/2001	1200	VenueB
02	MeetingC	01/03/2001	1300	VenueC
03	MeetingD	01/04/2001	1400	VenueD

Past meetings

[Meeting room repository](#)

Close Window

MeetingRoomA

ToR:

Some text
A second line of text

[Members](#)

Upcoming meetings

Past meetings

No	Name	Date	Time	Venue
01	Meeting1	25/12/2000	1030	VenueA

[Meeting room repository](#)

Close Window

(User) [logout](#)

My action items

No	Meeting	Item	Desc	Due Date
01	MeetingA	Item#1	Desc#1	01/02/2001

Show more...

Meetings Next 30 days

UpcomingSubscribed

No	Name	Date	Time	Venue
01	MeetingB	01/02/2001	1200	VenueB
02	MeetingC	01/03/2001	1300	VenueC

Show more...

Meeting rooms Search...

No	Name
01	MeetingRoomA

Show more...

MeetingB

View details [Add to Outlook](#)

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MeetingB	01/02/2001	1200	1400	VenueB	28/01/2001

Agenda (Export)

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01	Item1 (hide comment)	UserA/UserB	30 min	PDF

UserA - "This is a sample comment"
-29/01/2001

Some text
A second line of text

SaveCancel

[Register agenda item](#)

Close Window

MeetingA - View Details

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My action items

No	Item	Description	Status	Due Date
01	Item1	Desc1	Submitted	01/02/2001

Some text
A second line of text

SaveCancel

Close Window

Meeting1 - View Details

Name	Date	Start Time	End Time	Venue	Updated on
Meeting1	25/12/2000	1030	1130	VenueA	23/12/2000

Minutes of meeting

No	Document	Date created	Action
01	Final	04/01/2001	view

My action items

No	Item	Description	Status	Due Date
01	Item1	Desc1	Submitted	04/01/2001

Some text
A second line of text

Save Cancel

[View agenda](#)

Close Window

MeetingB

View details

[Add to Outlook](#)

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Agenda (Export)

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-29/01/2001

Some text
A second line of text

Save Cancel

02	Item2 (show comment)	UserB/UserC	1 hr	No papers
----	--	-------------	------	-----------

Close Window

(User) [logout](#)

My action list

Minutes of meetings | Action items

No	Meeting	Due Date
01	MeetingA	04/01/2001

Show more...

Meetings

Next 30 days ▾

Upcoming | Subscribed

No	Name	Date	Time	Venue
01	MeetingB	01/02/2001	1200	VenueB
02	MeetingC	01/03/2001	1300	VenueC

Show more...

Meeting rooms

Search...

No	Name	Action
01	MeetingRoomA	edit delete
02	MeetingRoomB	
03	MeetingRoomC	

Show more...

(User) [logout](#)

My action list

Minutes of meetings | Action items

No	Meeting	Item	Desc	Due Date
01	MeetingA	Item#1	Desc#1	01/02/2001

Show more...

Meetings

Next 30 days ▾

Upcoming | Subscribed

No	Name	Date	Time	Venue
01	MeetingX	15/01/2001	1400	VenueX

Show more...

Meeting rooms

Search...

No	Name	Action
01	MeetingRoomA	edit delete
02	MeetingRoomB	
03	MeetingRoomC	

Show more...

MeetingRoomA ([edit](#) | [delete](#))

ToR:

Some text
A second line of text

[Members](#)

Upcoming meetings ([Add new](#))

No	Name	Date	Time	Venue	Action
01	MeetingB	01/02/2001	1200	VenueB	delete
02	MeetingC	01/03/2001	1300	VenueC	delete
03	MeetingD	01/04/2001	1400	VenueD	delete

Past meetings

[Meeting room repository](#)

Close Window

MeetingRoomA ([edit](#) | [delete](#))

ToR:

Some text
A second line of text

[Members](#)

Upcoming meetings ([Add new](#))

Past meetings

No	Name	Date	Time	Venue
01	Meeting1	25/12/2000	1030	VenueA

[Meeting room repository](#)

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[Edit agenda](#)

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[Add new...](#)

Close Window

Action item detail

Item:
 Description:
 A second line of text
 Status:
 Assigned to:
 Notes:

Some text
 A second line of text

Save and Continue Save and Close Cancel

(User) [logout](#)

Upcoming meetings

Next 30 days

No	Name	Date	Time	Venue
01	MeetingA	01/01/2001	1100	VenueA
02	MeetingB	01/02/2001	1200	VenueB
03	MeetingC	01/03/2001	1300	VenueC

Show more...

Meeting rooms

No	Name	Action
01	MeetingRoomA	unsubscribe
02	MeetingRoomB	unsubscribe
03	MeetingRoomC	unsubscribe

Some text

Subscribe...

Show more...

MeetingB - View Details

Name	Date	Start Time	End Time	Venue	Updated on
MeetingB	01/02/2001	1200	1430	VenueB	28/01/2001

Secretariat: [SecretariatB](#)

Close Window