

# Meeting Stages and Statuses

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This article explains the life cycle of a meeting in Meeting Hub, and explains the differences between the different stages. It also details what statuses belong to each stage, and what each status means for the meeting. This article doesn't contain any guidance on processes in Meeting Hub, and has been designed to be used as a reference in conjunction with the [Meeting Details article](#).

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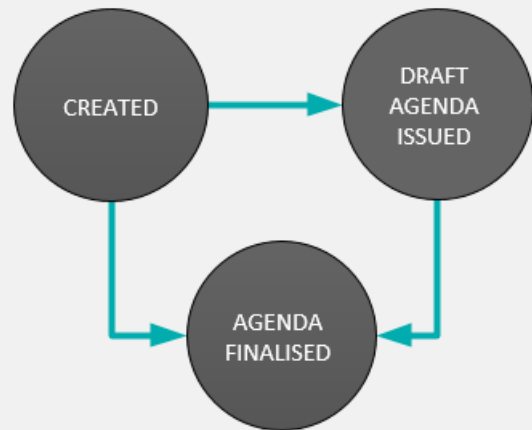
## Meeting Stages

Meetings in Meeting Hub have a life-cycle with a status to signify how far in the life-cycle the meeting is at. As the meeting moves through the different statuses, it passes through three different stages; *Planning*, *Active*, and *Recently Held*. These stages are used to group meetings together in the Meeting Hub home screen, and are for the user's convenience.

When a meeting progresses to a new status, the options and buttons in the *Meeting Details* screen will change. This design is intentional in order to not clutter the screen with redundant buttons and options, since all the buttons and options are contextual. Some new buttons will appear, whilst others will disappear. This overview illustrates each stage of a meeting with its different statuses and the functions that can be performed during the stage.

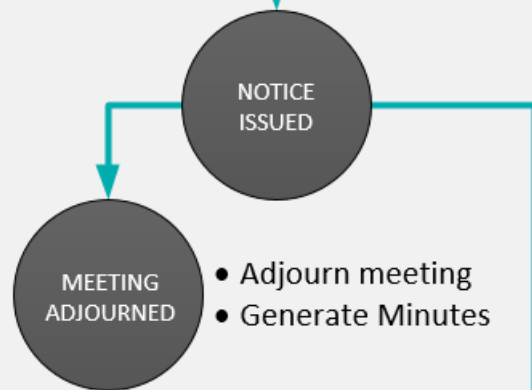
## PLANNING

- Adjust meeting details
- Adjust agenda items and motions
- Attach meeting documents
- Adjust committee members for a committee meeting
- Select a different Meeting Notice template
- Generate the Meeting Notice
- Cancel the meeting



## ACTIVE

- View pre-meeting votes submitted via VoteMax
- Enter votes from Voting Papers
- Monitor attendance and quorum
- Withdraw invalid votes
- View and Generate Voting & Attendance Register



- Adjourn meeting
- Generate Minutes

## RECENTLY HELD

- View meeting notes and motion outcomes
- View and Generate Voting & Attendance Register
- Generate Minutes



## Planning Stage

When a Meeting is first created it enters the *Planning* stage. Whilst in this stage the Meeting can still be fully edited and cancelled. An agenda can be produced and finalised, attachments can be exported, and Meeting Notices can be generated, edited, and distributed.

## Planning Statuses

### Created

This is the initial status the meeting has when it has just been created using the [meeting creation process](#). All elements of the meeting can be amended such as time & date, motions and agenda items, attachments, VoteMax settings, and Template Groups.

### Draft Agenda Issued

The meeting will progress to this status after the corresponding button in the Meeting Details screen is clicked. This is done after an initial draft of the meeting notice has been generated and sent for approval or review, and before the agenda has been finalised. The meeting can still be amended without restrictions.

### Agenda Finalised

The meeting will progress to this status after the corresponding button in the Meeting Details screen is clicked. This should be done after final review of the meeting notice has been done, and it is ready to be distributed. The meeting *Date & Location*, *VoteMax Settings*, and *Template Groups* can still be amended, however, *Agenda Items* and *Motions* cannot.

## Active Stage

When the meeting is progressed to the *Active* stage and it will be visible to owners in VoteMax. The meeting can no longer be edited at this point, however, the *Meeting Minutes* Template Groups can still be added or changed because the Meeting Minutes still need to be generated and distributed.

## Active Statuses

### Notice Issued

The meeting status will change to this once the [Update to Notice Issued](#) button is clicked. This should be done after the notices have been distributed.

### Meeting Adjourned

This status will appear after the [Adjourn Meeting](#) button has been clicked. See [bullet point 11 under the Meeting Details section](#).

## Recently Held

When a meeting is in the *Recently Held* stage, it is still visible in VoteMax, and no other changes can be made. However, the *Meeting Minutes* document can be generated and distributed, and the *Vote Tally* and *Committee Election Vote Tally* buttons can be clicked to tally the votes.

The [Update to Minutes Issued](#) button is available, and once clicked the meeting will no longer be visible in Meeting Hub or VoteMax.

## Recently Held Status

### Meeting Held

After the [Update to Meeting Held](#) button is clicked, the meeting will have this status. This should be done after the meeting has been held of course.