

Creating a Meeting Workspace

A meeting workspace makes all the information needed for a meeting available in one space, such as documents, tasks, and the meeting agenda. This makes it easier for meeting attendees to have the necessary information, rather than directing them to multiple lists and libraries.

Create a meeting workspace

Creating a meeting workspace is a great way to prepare for a meeting. It helps ensure that everyone has the information they need in a clear and accessible forum.

1. Open the site where you want to add the meeting workspace.

A meeting workspace is its own type of site, so it will appear as a subsite of the current site.
2. Click the **Site Actions** button and select **Create**.
3. Click the **Sites and Workspaces** link under the Web Pages category.
4. Enter the Title and URL name you want to use for the meeting workspace site.
5. Click the **Meetings** tab in the Template Selection section.

There are five Meeting Workspace templates from which to choose. See Table 5-1: Meeting Workspace Templates for more information about these templates.
6. Select the template you want to use.
7. Click **Create**.

The meeting workspace site appears with the template you chose.

Create or link an event to a meeting workspace

If an event you are in charge of is a meeting, you can create or link to a meeting workspace when creating the event.

1. Click the name of the calendar in which you want to create the meeting workspace event in the Quick Launch bar.
2. Click the **New** button on the taskbar and select **New Item** from the list.

A form for creating an event appears.

Exercise

- **Exercise File:** None required.
- **Exercise:** Create a meeting workspace called “Conference call.” Link the meeting workspace to the “Conference call” event in the Calendar.

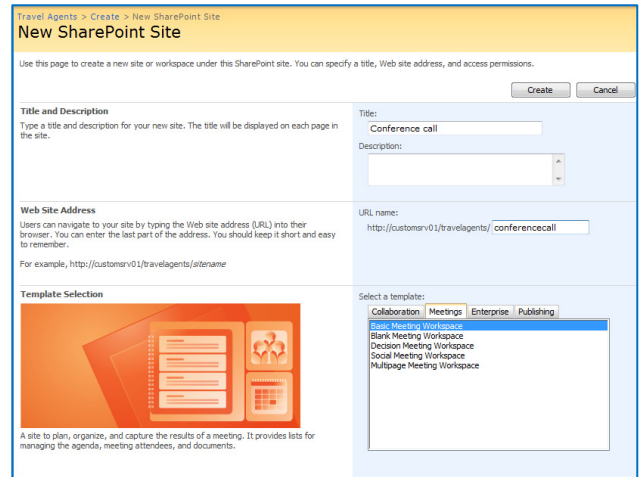


Figure 5-12: Creating a new meeting workspace.

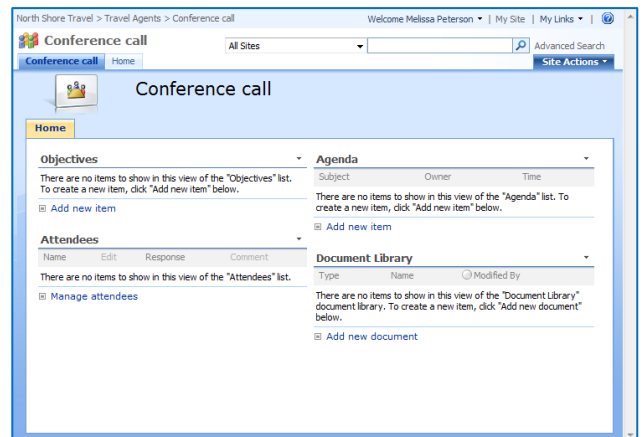


Figure 5-13: The home page of a new meeting workspace using the Basic Meeting Workspace template.

3. Complete information about the event, including name, location and beginning and ending dates.
4. Click the **Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event** check box at the bottom of the form.
5. Click **OK**.

Another form appears where you can choose specifications for the meeting workspace.

6. Choose to create a new meeting workspace site or link to an existing workspace.
 - **To create a new workspace:** Click **Create a new Meeting Workspace** and enter the information that you want, including the title and the last part of the Web address for the site, and click **OK**. Then select the template you want to use for the workspace on the next page.
 - **To link to an existing workspace:** Click **Link to an existing Meeting Workspace** and select the site from the list arrow.

7. Click **OK**.

The meeting workspace appears and you can add information about the meeting as necessary.

Figure 5-14: Linking an event to an existing meeting workspace.

Table 5-1: Meeting Workspace Templates

Basic Meeting Workspace	This can be used for a majority of meeting workspace sites. It is geared for planning, organizing, and summarizing a meeting. Includes lists for the agenda, meeting attendees, and documents.
Blank Meeting Workspace	This is a blank slate that you can customize to include all the elements you need to plan and organize the meeting.
Decision Meeting Workspace	This focuses on meetings that track status or make decisions. Includes lists for tasks and documents, as well as lists that store decisions that have been made in the meeting.
Social Meeting Workspace	Plan social occasions on one site in one location rather than through e-mail after e-mail. Includes a discussion board and lists for attendees, storing pictures, things to bring, and directions to the meeting location.
Multipage Meeting Workspace	This is just like the Basic Meeting Workspace template, with two blank pages for customization included.