

Box is checked and saved.

Editing Meeting Agenda for October 2, 2024 12:00pm Meeting

Agenda Setup

Meeting Description

Agenda Items

Attendance

Meeting Agenda Setup

Meeting Date Meeting Start Time

This is the start date & time of this meeting (hour & minute).
All meeting agenda items will be calculated from the above time using the order of the agenda items and their durations.

Calendar Label: (30 characters max.)

This defines how the calendar event for your meeting is labeled. The default is "Club Meeting". You can change this to call out special meetings on the calendar. For example, "Officer Meeting".

Meeting Venue (optional)

Select one of your previously entered meeting venues from the drop-down here or click the + button to enter a new one. [More ▼](#)

☒ **Lock this agenda to restrict sign-up screen changes.**

If you lock this agenda, regular members will not be able to sign-up for roles or make other changes on the sign-up screen. This can be useful to allow for creating a lot of agendas while limiting which agendas members can use to sign up for roles.

Save

Save As New Agenda








Close

I close the window and the agenda refreshes. Sign-up boxes are available.

Webex (online) ([One Moody Plaza, 9th Floor](#))

[x.com/join/charlotteg](#)


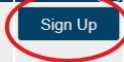
.....

All Agendas       

.....

this meeting? Uncertain ▾

.....

Add Item	Member 
	 Sign Up
	Sign Up

ations

	Sign Up
	Sign Up

I go back to the agenda setup tab, and box is unchecked again.

Meeting Date

Meeting Start Time

ⓘ This is the start date & time of this meeting (hour & minute).
 All meeting agenda items will be calculated from the above time using

Calendar Label: (30 characters max)

ⓘ This defines how the calendar event for your meeting is labeled. The default is "Meeting". You can use special characters to denote special meetings on the calendar. For example, "Officer Meeting".

Meeting Venue (optional)

ⓘ Select one of your previously entered meeting venues from the dropdown menu.

☐ **Lock this agenda to restrict sign-up screen changes.**
 ⓘ If you lock this agenda, regular members will not be able to sign-up for this agenda. It will be useful to allow for creating a lot of agendas while limiting which agendas can be edited.