

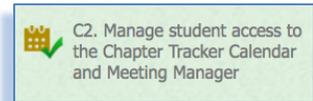
AET's Meeting Manager

Purpose: The focus of this guide is to outline the processes related to AET's Meeting Manager system, which is part of the Tracker menu in AET. This feature offers valuable time saving and valuable educational experiences for your student leaders.

Step 1: Assign Student Leaders – these are students that can complete or assist in each of the following areas. To assign student meeting manager leaders:



- Choose TRACKER menu & #C2
 - Add/remove new student leaders (default is only calendar/POA management):



Students with full access to the Chapter Tracker Calendar (PoA) and AET Strategy Manager:

First Name	Last Name	Include Meeting Manager Access?	Remove Access
Lex	Godfrey	<input checked="" type="checkbox"/>	X
Roger	Hanagriff	<input checked="" type="checkbox"/>	X
example	Paycheck	<input type="checkbox"/>	X
Example	SLO90	<input type="checkbox"/>	X



- Special access needs to be given to students that have access to the "Meeting Manager"
- Students with "Meeting Manager Access" connect from their normal student login to AET

Step 2: Developing/Managing Meetings – accessible from the teacher or assigned students login. This is main page for the meeting manager and allows for:

- Creating a NEW meeting, which also adds the meeting to your AET calendar!
- Developing meeting agenda/print/edit, invite guest and more!
- Create meeting minutes and register attendees

(Meeting Manager home screen):

AET Meeting Manager
[Guides/Videos](#)

[+New Meeting](#)

Upcoming Meetings

DATE	NAME/TYPE	PRESIDING	EDIT / VIEW / PRINT
Tue Mar 14 7:00PM	Mar Chapter Meeting	Lex Godfrey	Agenda Attendees Minutes
Tue Apr 11 12:00AM	April Meeting	Lex Godfrey	Agenda Attendees Minutes

Past Meetings

DATE	NAME	MINUTES APPROVED	PRESIDING	EDIT / VIEW / PRINT
1/10/2017	Jan FFA Meeting		Example SLO90	Agenda Attendees Minutes

Step 3: Manage Meeting Details – The following are available for each meeting:

Step 1: Invite Guests

Step 2: Prepare Agenda

Step 3: Take Roll

Step 4: Take Minutes

- (1) Email/test guest (2) Review import sections (3) scan/ select attendees (4) record details

* Each section has a PDF report to archive documents!

** View AET Meeting Manager other resources/videos in teacher help!