PM4 + Partners Knowledge Articles

Viewing Meeting Minute Tasks

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Viewing Meeting Minute Tasks

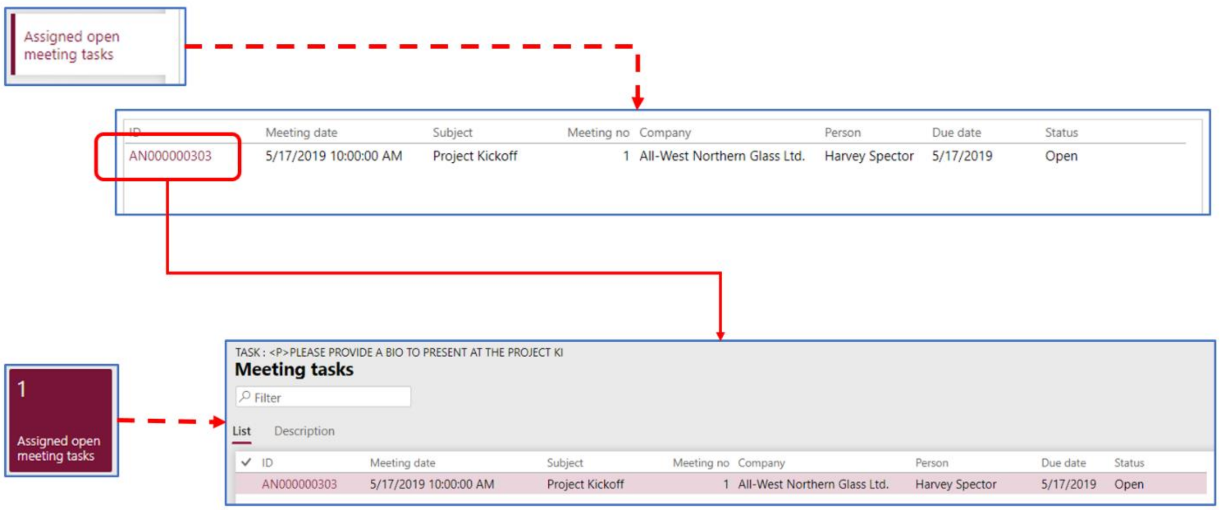
In PM4+, a PCL employee can create and update meeting minute tasks assigned to external partners such as consultants and subcontractors. They can be viewed through your workspace. Accessing the Meeting minute tasks log can serve as a reminder and checklist for tasks to be completed by someone from your company.

Viewing Meeting Minute Tasks

You can view the list of Meeting minute tasks assigned to you by selecting the **Assigned open meeting tasks** tabbed list or the **Assigned open meeting tasks** tile in your workspace.

The **Assigned open meeting tasks** tabbed list opens a view showing the list of the tasks assigned to your company during meetings. The ID link opens a more detailed view of the selected meeting task.

The **Assigned open meeting tasks** tile opens the more detailed view of the meeting minute tasks with tabs to view the complete **List** or the **Description** of the selected task.



Viewing the Description of a Meeting Task

From the Meeting tasks screen, you can view the Description for the meeting task.

1. From the Consultant workspace, select the **Assigned open meeting tasks** tile.

   The Meeting tasks screen displays.

2. Select the **Description** tab.

   The description for the task displays.