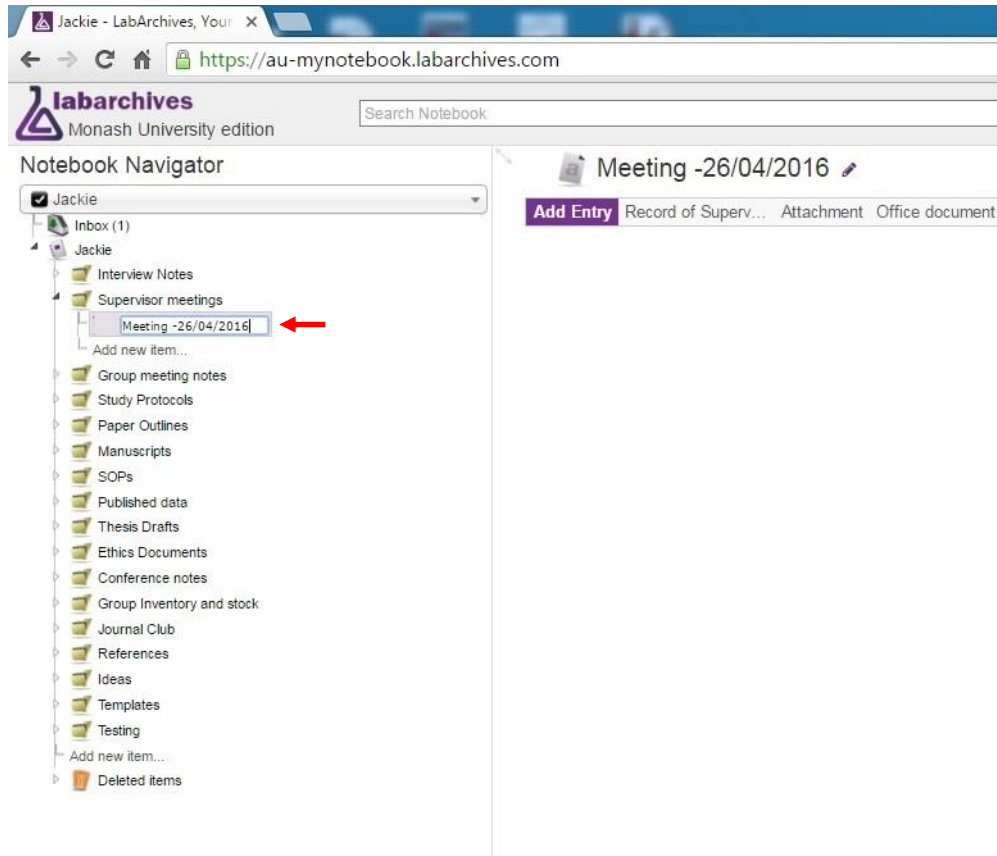
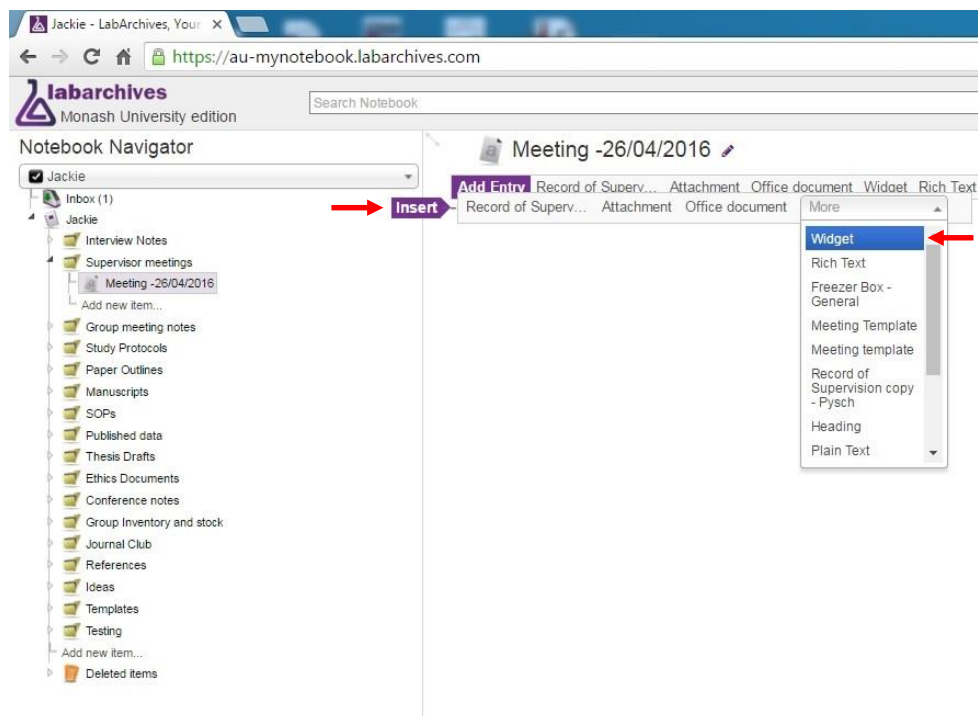


Meeting template: Instructions for use

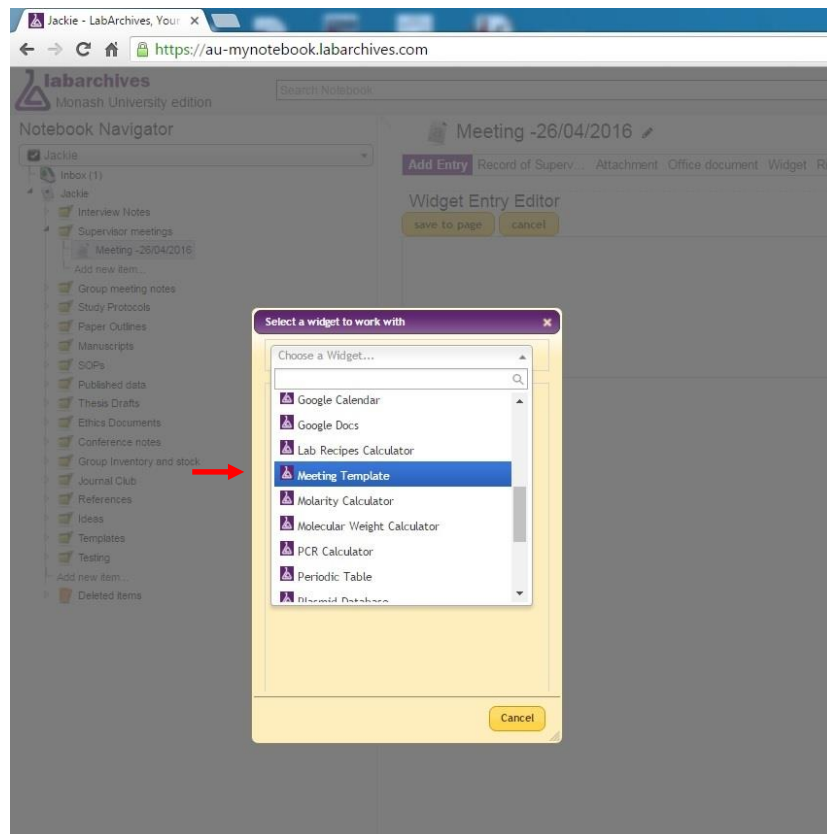
1. In your Meetings folder, create a page and title it.



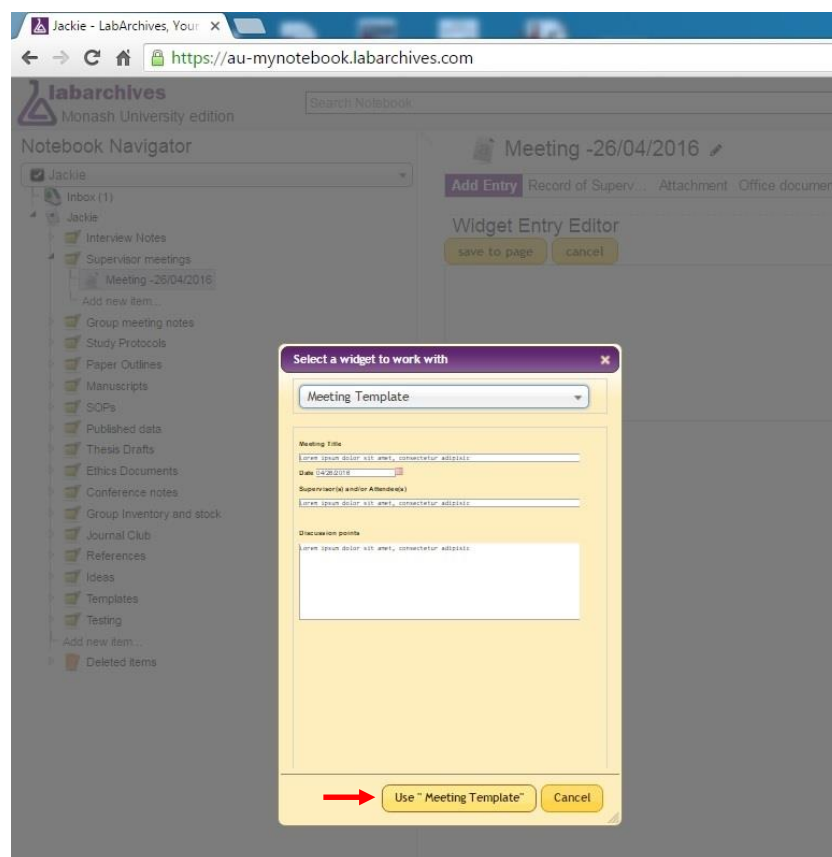
2. After you have named your page, click on the **Insert** tab and a mini toolbar will appear. Click on the **More** tab. Scroll down and click on **Widget**.



3. The **Select a widget to work with** box will appear. Click on the drop-down box **Choose a Widget**. Scroll down and select **Meeting Template**.



4. Click on **Use "Meeting Template"**.



5. Once you have clicked on **Use “Meeting Template”**, you can populate the fields. Once you have filled in the text fields, save your meeting by clicking **Save to Page**. This template can be edited after you have saved it.

The screenshot displays the LabArchives web interface for editing a meeting template. On the left, the 'Notebook Navigator' shows a hierarchical tree structure under the user 'Jackie', with 'Supervisor meetings' expanded to show the selected 'Meeting -26/04/2016'. The main content area is titled 'Meeting -26/04/2016' and features a 'Meeting Template Entry Editor' form. The form includes several input fields: 'Meeting Title', 'Date', and 'Supervisor(s) and/or Attendee(s)'. Below these are three large text areas for 'Discussion points', 'Action points', and 'Other notes', each with a diagonal resize handle in the bottom right corner. At the bottom of the form is a 'Next meeting date' field. Above the form, there are two buttons: 'save to page' (highlighted with a red arrow) and 'cancel'. A toolbar at the top of the editor offers options like 'Add Entry', 'Record of Superv...', 'Attachment', 'Office document', 'Widget', 'Rich Text', 'Freezer Box - Ge...', and 'More'. The footer of the page contains the copyright notice: '©2018 LabArchives, LLC. All rights reserved.'

Jackie - LabArchives, Your X
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labarchives
Monash University edition

Search Notebook

Jackie How

Notebook Navigator

- Jackie
 - Inbox (1)
 - Jackie
 - Interview Notes
 - Supervisor meetings
 - Meeting -26/04/2016
 - Add new item...
 - Group meeting notes
 - Study Protocols
 - Paper Outlines
 - Manuscripts
 - SOPs
 - Published data
 - Thesis Drafts
 - Ethics Documents
 - Conference notes
 - Group inventory and stock
 - Journal Club
 - References
 - Ideas
 - Templates
 - Testing
 - Add new item...
 - Deleted items

Meeting -26/04/2016

Add Entry Record of Superv... Attachment Office document Widget Rich Text Freezer Box - Ge... More

Page Tools Revisions Sign DOI

Jackie How · Apr 27, 2016 @02:32 PM AEST

Meeting Title
LabArchives

Date 04/27/2016

Supervisor(s) and/or Attendee(s)
Nellie Georgiou-Karistianis

Discussion points
LabArchives has been adopted by leading Universities around the world including the California Institute of Technology, Yale University, Oxford University and University of Sydney. It is a cloud-based platform that is designed to manage, organise, store and share research findings while enhancing communication, collaboration and using intuitive technology.
Key features include:
Research data management and organisation - you are able to manage and organise all of your research data and information in one place (central HUB).
Searchable - ELNs can be searched by keywords or tags and even by the contents of files.
Portability - the cloud-based platform can be accessed anywhere, anytime from both iOS and Android

Action points
Share
To create your LabArchives account please follow the steps:
1. Go to the LabArchives website https://auapi.labarchives.com/login
2. Select Monash University under the drop down box labelled Select your Participating Institution.
3. You will be redirected to the Monash University Authcate login page.
4. Enter your Monash Authcate username and password to login.
5. Select the option I do not have a LabArchives account and need to create one.
6. Once selected, a new page will appear asking for the email address you want connected to your LabArchives account.

Other notes
None

Next meeting date
05/11/2016

Enter a brief title for your meeting.

Select the by clicking on the calendar field option.

Enter the supervisor(s) that are in attendance, i.e. main and co-supervisors.

Any discussion points should be entered in this text field.

The visibility of the text field can be adjusted by dragging this bottom right-hand corner tab.

Any action points directed by your supervisor(s) should be entered in this text field.

Any other notes should be entered in this text field.

Select the date of the next meeting. Full-time students should be meeting with their supervisors fortnightly. Part-time students are expected to meet monthly.

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