Record the Meeting Attendance

Objective

To record the attendance for a meeting while the meeting is in minutes mode.

Background

When you first create a meeting, the system automatically places the meeting into Agenda mode. While the meeting is in agenda mode you can set up the meeting details (see Create a Meeting, Create a Meeting Category, and Add a Meeting Item). When the meeting occurs, you can convert the meeting to Minutes mode. This allows you to mark the attendees as absent or present, as well as add meeting minutes for each meeting item on the agenda.

Things to Consider

- **Required User Permissions:**
  - 'Admin' on the project's Meetings tool.

Steps

1. Complete the steps in Convert a Meeting to Minutes Mode.
2. Scroll down to the 'Scheduled Attendees' list.
3. Record the meeting attendance as follows:

   ![Scheduled Attendees Table]

   - Record the meeting attendance as follows:

https://support.procore.com/products/online/user-guide/project-level/meetings/tutorials/record-the-meeting-attendance

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- **Present:** If the attendee was physically present, place a GREEN checkmark in this column.

- **Absent:** If the attendee was absent, place a GREEN checkmark in this column.

- **For Distribution Only:** If the attendee was included on the invite for informational purposes only, place a GREEN checkmark in this column.

- **Conference:** If the individual was a remote attendee (i.e., via conference call or other third-party meeting software), place a GREEN checkmark in this column.

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### Next Step

- [Add Meeting Minutes](https://support.procore.com/products/online/user-guide/project-level/meetings/tutorials/record-the-meeting-attendance)

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### See Also

- [Distribute Meeting Minutes](https://support.procore.com/products/online/user-guide/project-level/meetings/tutorials/record-the-meeting-attendance)
- [Create a Follow-up Meeting](https://support.procore.com/products/online/user-guide/project-level/meetings/tutorials/record-the-meeting-attendance)

If you would like to learn more about Procore’s meeting minutes management software and how it can help your business, please visit our construction meeting minutes software product page [here](https://support.procore.com/products/online/user-guide/project-level/meetings/tutorials/record-the-meeting-attendance).