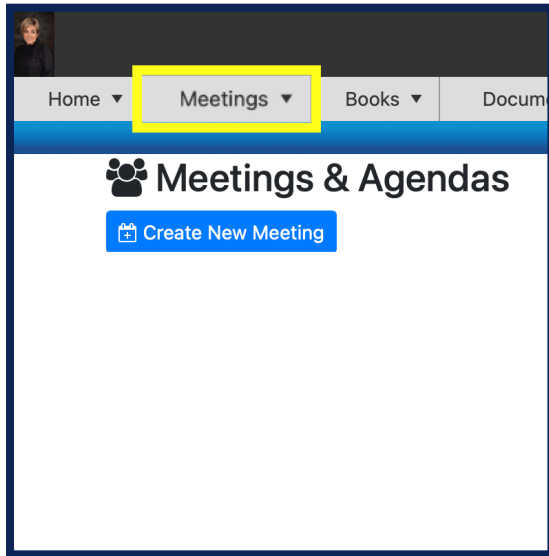
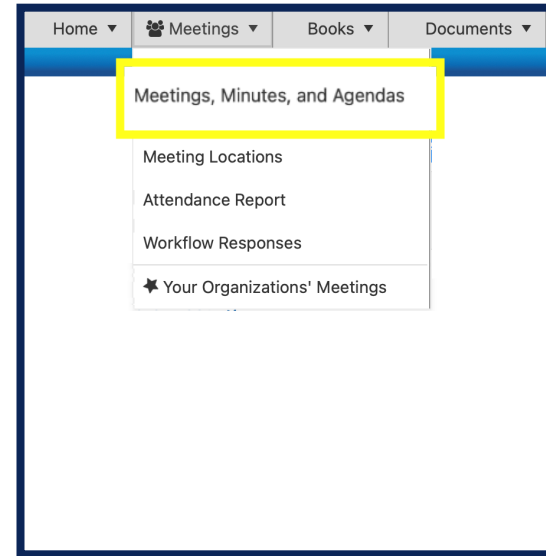


# Publish Meeting Minutes



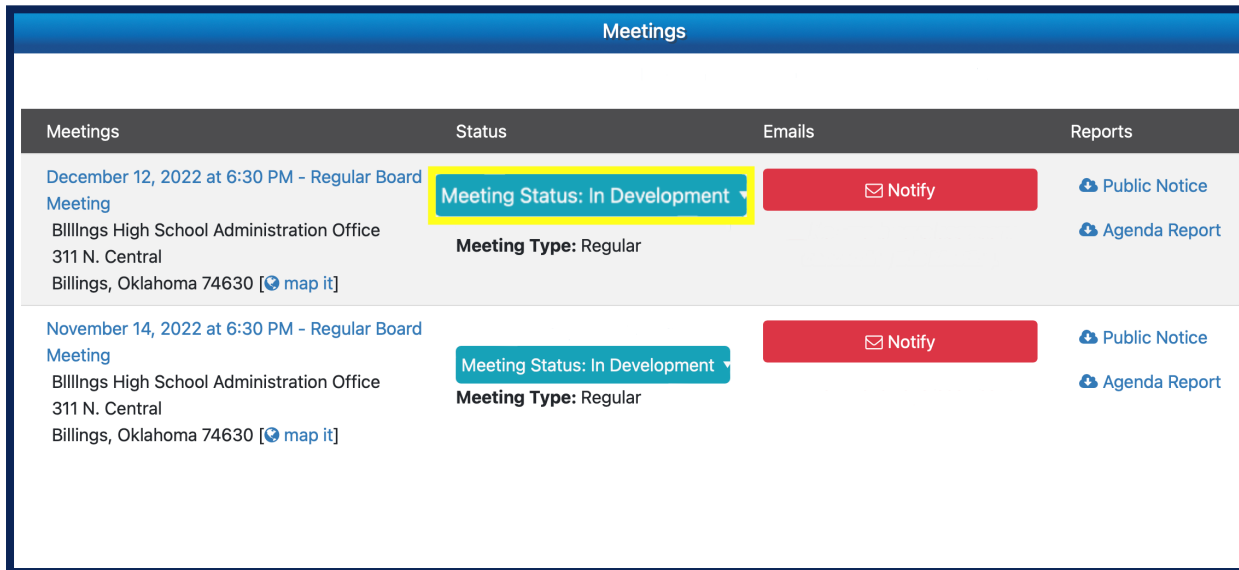
1

Click **Meetings** on the Assemble Meeting Toolbar.



2

Click the option **Meetings, Minutes and Agendas**.



3

Find the Meeting Status and click **Meeting Status In Development**.

# Publish Meeting Minutes

| Meetings  |  |        |                                |
|---|--|--------|--------------------------------|
| Meetings  | Status   | Emails | Reports                        |
| December 12, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] | Meeting Status: In Development<br>Move Meeting into Review<br>Delete | Notify | Public Notice<br>Agenda Report |
| November 14, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] | Archive Meeting<br>Cancel Meeting                                    | Notify | Public Notice<br>Agenda Report |

4

Click **Move Meeting Into Review**.

| Meetings  |   |        |                                |
|---|---|--------|--------------------------------|
| Meetings  | Status  | Emails | Reports                        |
| December 12, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] | Meeting Status: In Review<br>Publish Meeting<br>Back to Development | Notify | Public Notice<br>Agenda Report |
| November 14, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] | Archive Meeting<br>Cancel Meeting                                   | Notify | Public Notice<br>Agenda Report |

5

Click **Meeting Status In Review** and click the option **Publish Meeting**.

*If enabled, the Agenda will automatically be viewable on the Public Page when the meeting status*

# Publish Meeting Minutes

| Meetings  |  |          |  |
|---|--|----------|--|
| Meetings  | Status   | Emails   | Reports  |
| December 12, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] | Meeting Status: Published ▼<br>▶▶ Mark Meeting Completed<br>◀◀ Back to Review<br>📁 Archive Meeting<br>✖ Cancel Meeting | ✉ Notify | 📄 Public Notice<br>📄 Agenda Report<br>📄 Minutes Report |
| November 14, 2022 at 6:30 PM - Regular Board Meeting<br>Billings High School Administration Office<br>311 N. Central<br>Billings, Oklahoma 74630 [map it] |  | ✉ Notify | 📄 Public Notice<br>📄 Agenda Report                     |

6

Click **Mark Meeting Completed**.

A link to the Minutes Report will appear under Reports

*If enabled, the Minutes will automatically be viewable on the Public Page when the meeting status is Published.*