

# Office of Communications (OC) – Standard Operating Procedures (SOP)

## Meeting Documentation

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**Purpose.** To establish the policy and procedures for documenting dates, agenda items, and participant lists for upcoming meetings attended by Office of Communications (OC) staff, as well as the procedures for post-meeting documentation. This policy documents the business process and workflow, which will allow meeting visibility and input by all OC staff members.

**Scope and Responsibilities.** This SOP details the responsibilities and procedures for all OC staff for documenting pre and post-meeting participation and items discussed, using the Collaboration Suite (CS) Calendar and the Tasking, Assignment and Reporting (TAR) application.

### **Procedures.**

- **Notifying OC Staff of Upcoming Meetings**
  - OC staff shall use the CS Calendar function to document all upcoming meetings, either internal or external.
  - Go to <https://cs.mhf.dod.mil/welcome/index.jsp>.
  - Select "Oracle Calendar."
  - Select "Create a Day Event."
  - Under the General Tab, complete the Title block with the name of the meeting.
  - Under the Details Tab, complete the Details block with the following meeting items, if applicable:
    - time
    - location – physical address or dial in information
    - agenda
    - invited attendees
    - relevant TAR number for additional information and post-meeting documentation
  - Under the People & Resources Tab, fill in the User Information block with "MHF Calendar," then click on the "Find" button. This will populate the notification box, ensuring all OC staff receives email notification of the day event.
- **Providing Pre-Meeting Feedback**
  - If OC staff would like to participate in an upcoming meeting and are not on the invitee list, update the appropriate TAR, requesting an invitation.

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- If OC staff do not need to attend the meeting but would like to provide input, update the appropriate TAR with any relevant information.
- **Providing Post-Meeting Feedback**
  - The primary OC staff attendee will update the appropriate TAR with meeting highlights and any required action items.

**Approval and Review.** This SOP was approved by the OC Deputy Director on November 30, 2009 and remains in effect until superseded. OC management staff shall review this SOP annually at the start of each fiscal year or as needed for updates.