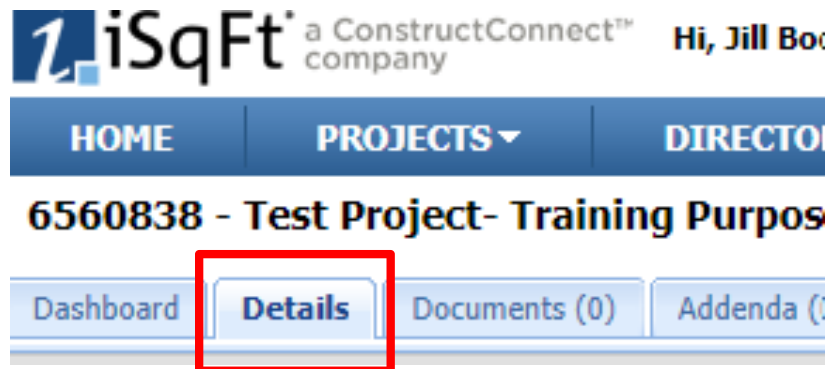


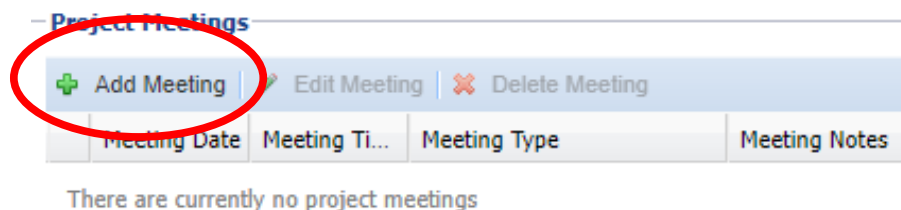
Module 2: Setting Meeting Dates

1

- Click on the “Details” tab



- Scroll down to Project Meetings
- Click on “+ Add Meetings”



2

- A new window will open, input:
 - Date of walkthrough/ RFI
 - Time of walkthrough/ RFI
 - Notes- Type in the meeting type
- Click “Save”

