## Module 2: Setting Meeting Dates

٦ 1. iSqFt a ConstructConnect™ Hi, Jill Boo Click on the HOME **PROJECTS**▼ DIRECTO "Details" tab 6560838 - Test Project- Training Purpos Dashboard Details Documents (0) Addenda (0 Scroll down to Project Meetings Click on "+ Add Meetings" Add Meeting Edit Meeting | St. Delete Meeting etting Date | Meeting Ti... | Meeting Type Meeting Notes There are currently no project meetings 2 A new window will Add Meeting X open, input: 2/6/2023 Date of Date: ▼ 00 PM Time: walkthrough/RFI Notes: Time of walkthrough/ RFI Mandatory: (a) Yes O No Notes- Type in the meeting type Save Cancel

Click "Save"