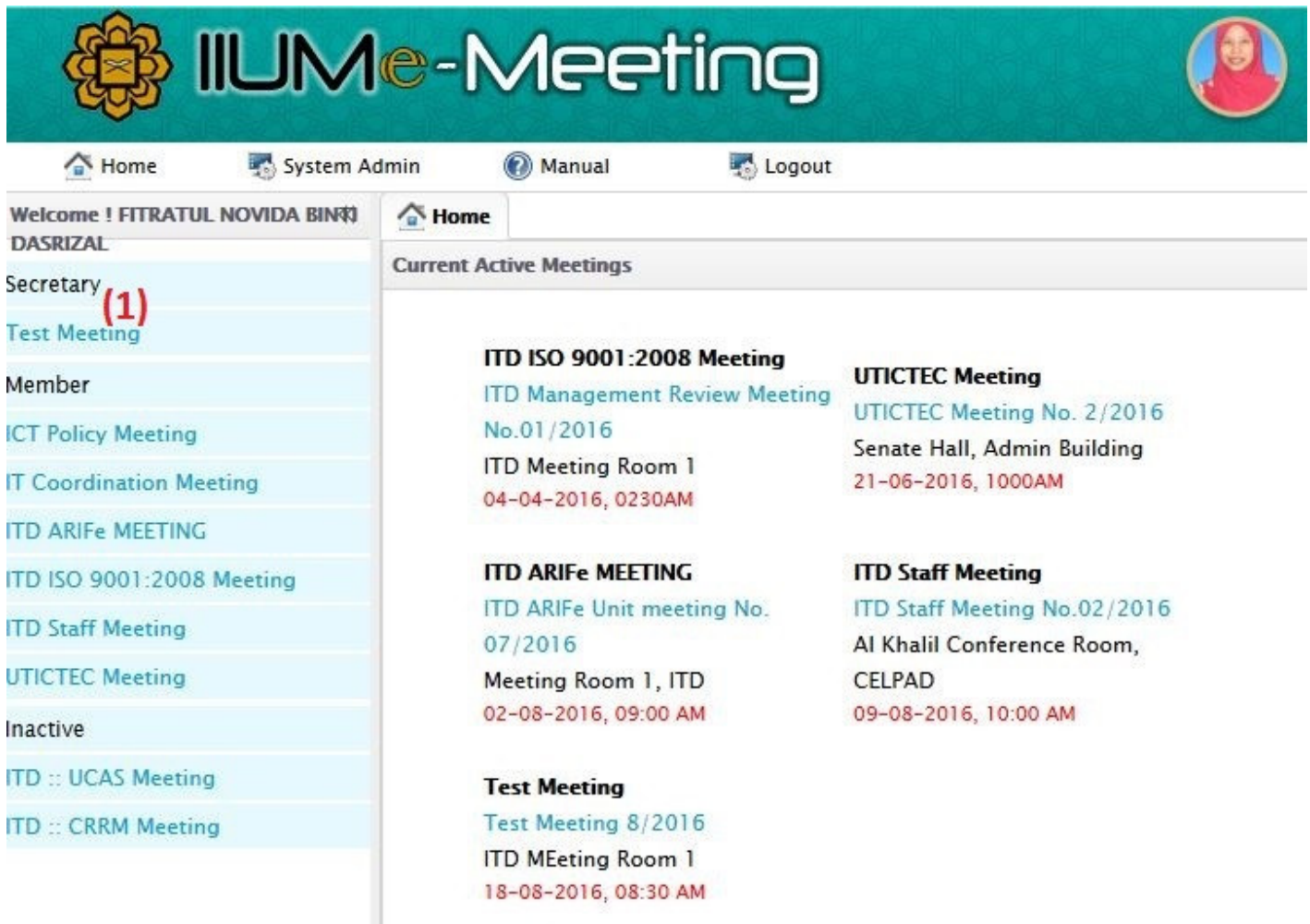


# View Previous Meeting

For a new member and secretary they may want to see previous meeting. The steps as below.

1. Click group meeting name on the left frame



The screenshot displays the IIUM e-Meeting web application. The top header features the IIUM logo and the text 'IIUM e-Meeting'. Below the header is a navigation bar with links for Home, System Admin, Manual, and Logout. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'Welcome ! FITRATUL NOVIDA BIN DASRIZAL', lists various meeting categories: Secretary (1), Test Meeting, Member, ICT Policy Meeting, IT Coordination Meeting, ITD ARIFe MEETING, ITD ISO 9001:2008 Meeting, ITD Staff Meeting, UTICTEC Meeting, Inactive, ITD :: UCAS Meeting, and ITD :: CRRM Meeting. The right panel, titled 'Current Active Meetings', displays a list of ongoing meetings in a two-column format. Each entry includes the meeting name, a link to the meeting details, the location, and the scheduled time.

Meeting Name	Link	Location	Time
<b>ITD ISO 9001:2008 Meeting</b>	<a href="#">ITD Management Review Meeting No.01/2016</a>	ITD Meeting Room 1	04-04-2016, 0230AM
<b>UTICTEC Meeting</b>	<a href="#">UTICTEC Meeting No. 2/2016</a>	Senate Hall, Admin Building	21-06-2016, 1000AM
<b>ITD ARIFe MEETING</b>	<a href="#">ITD ARIFe Unit meeting No. 07/2016</a>	Meeting Room 1, ITD	02-08-2016, 09:00 AM
<b>ITD Staff Meeting</b>	<a href="#">ITD Staff Meeting No.02/2016</a>	Al Khalil Conference Room, CELPAD	09-08-2016, 10:00 AM
<b>Test Meeting</b>	<a href="#">Test Meeting 8/2016</a>	ITD MEeting Room 1	18-08-2016, 08:30 AM

2. Click Manage Meeting Privileges
3. Find the member by fill in the empty box
4. Click the member name
5. On the right, view meeting list. Click meeting names
6. Click button Assign Privileges to allow member view the meetings



## Manage Meeting Privileges : Test Meeting

### Member List

	Staff No	Staff Name ▲	Role
	6496	(3)	
1	6496	IDA HARYATI BINTI ABU HASAN	(4) Member

### Meeting List

✕ Revoke Privileges ✓ Assign Privilege (6)

	Meeting	Date	Access Privile	
1	Test Meeting 8/2016	18/08/2016	No	✓
2	Testing Meeting 10	22/06/2016	No	✓
3	Test Meeting 15/06/2016	15/06/2016	No	✓ (5)
4	Test Meeting status	14/06/2016	No	✓
5	Test Meeting 25/05/2016 Sesi P	25/05/2016	No	✓
6	Test Meeting 25/05/2016	25/05/2016	Yes	
7	Test Meeting 240516	24/05/2016	Yes	
8	Test Meeting Terbaru	18/05/2016	No	
9	Test Meeting 100516	10/05/2016	No	
10	Test Meeting 090516	09/05/2016	No	
11	Test Meeting adjourn	10/03/2016	Yes	

Revision #1

Created Tue, Oct 27, 2020 10:02 AM by FITRATUL NOVIDA BINTI DASRIZAL

Updated Wed, Dec 9, 2020 11:26 AM by FITRATUL NOVIDA BINTI DASRIZAL