



Preparing for Meetings with Boardbook

Thursday, November 13, 2025

Board Room, Main Campus , 123 Yellow Brick Road, Austin, TX 12345

I. Welcome/Introduction

II. What is BoardBook?

III. BoardBook Basics - Agenda Manager View

A. Creating a Meeting

B. Editing a Meeting

C. Preparing Meeting Documents

D. Releasing Meeting Documents

IV. Sample Documents

A. Word Document

B. Excel Spreadsheet

C. PDF

D. Power Point Presentation

V. BoardBook Basics - Public View

A. Integrate BoardBook Public View Link on Website

B. Improve Transparency and timeliness of posting public information while maintaining the security of confidential documents

C. Voting

VI. Summary of Extra Features

A. Email Notifications

B. Uploading attachments

C. Attendance taking

D. Note taking

VII. Wrap-Up/Q&A