

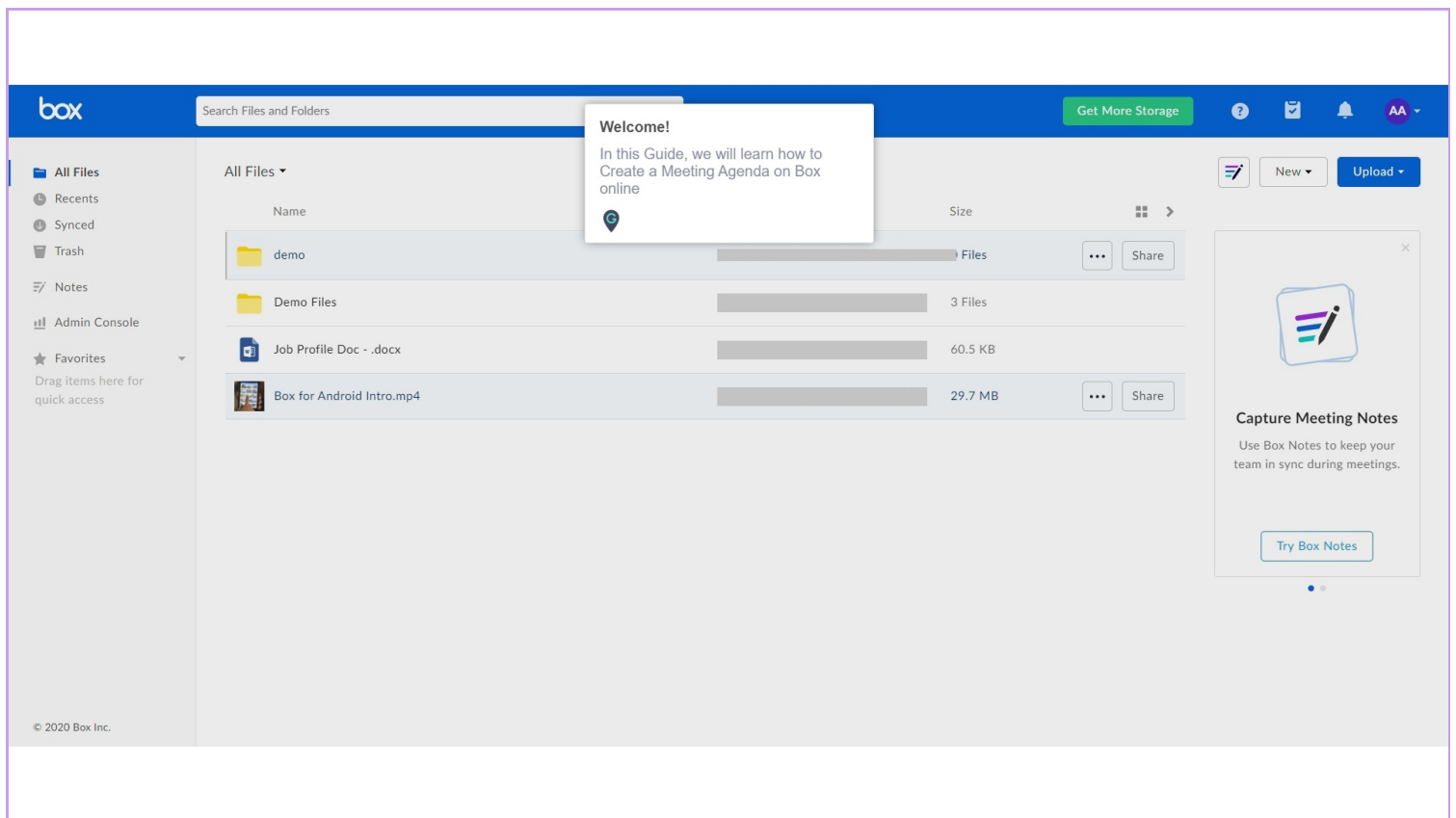


How to Create a Meeting Agenda in Box online

Step: 01

Welcome!

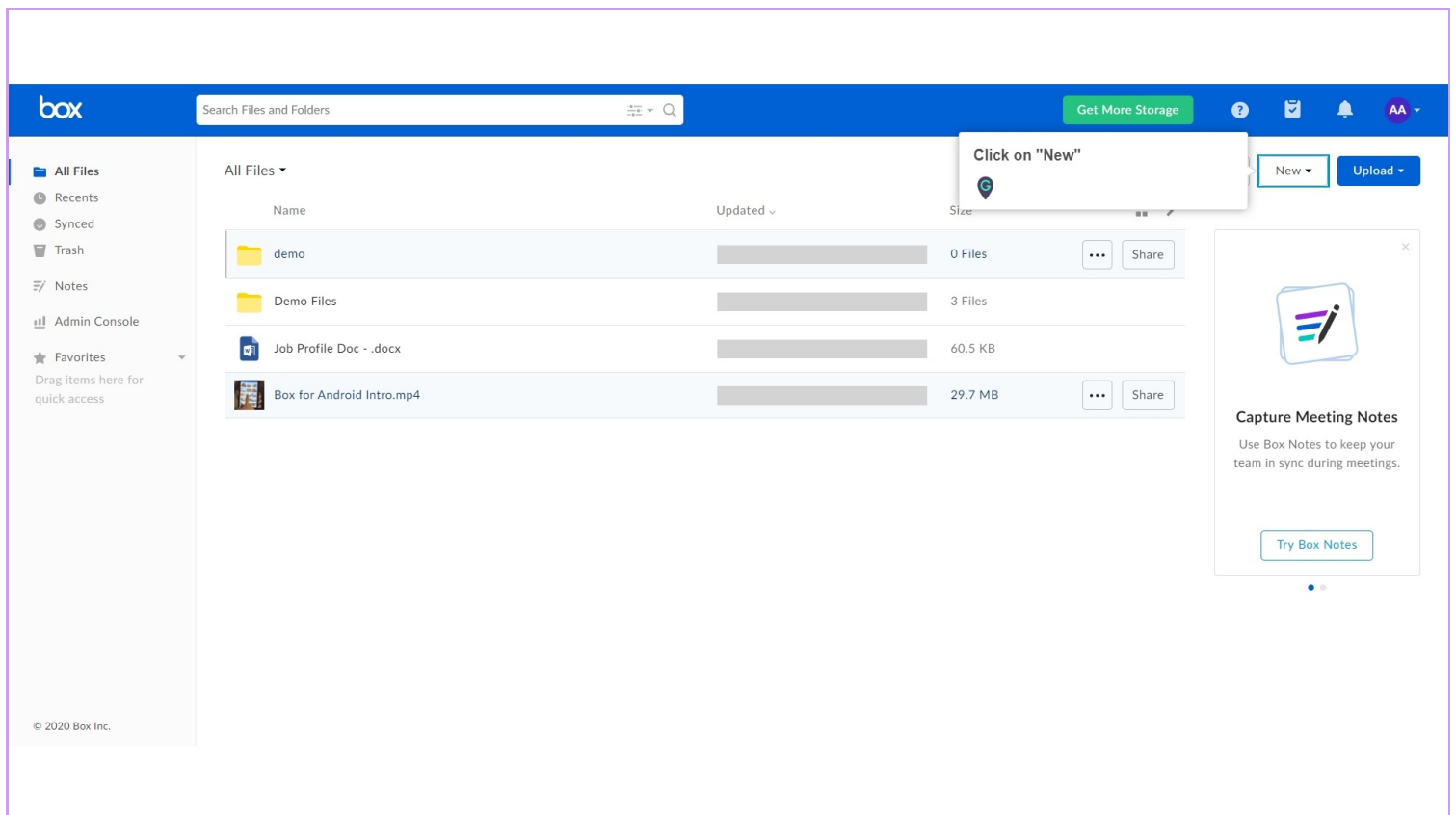
In this Guide, we will learn how to Create a Meeting Agenda on Box online



The screenshot displays the Box web interface. At the top, there is a blue header with the 'box' logo, a search bar, and a 'Get More Storage' button. A 'Welcome!' pop-up window is centered on the screen, containing the text: 'Welcome! In this Guide, we will learn how to Create a Meeting Agenda on Box online'. The main content area shows a list of files and folders under 'All Files'. The list includes a 'demo' folder, 'Demo Files' folder, 'Job Profile Doc - .docx' (60.5 KB), and 'Box for Android Intro.mp4' (29.7 MB). On the right side, there is a sidebar with a 'Capture Meeting Notes' section, which includes a 'Try Box Notes' button. The footer of the interface shows '© 2020 Box Inc.'

Step: 02

Click on "New"

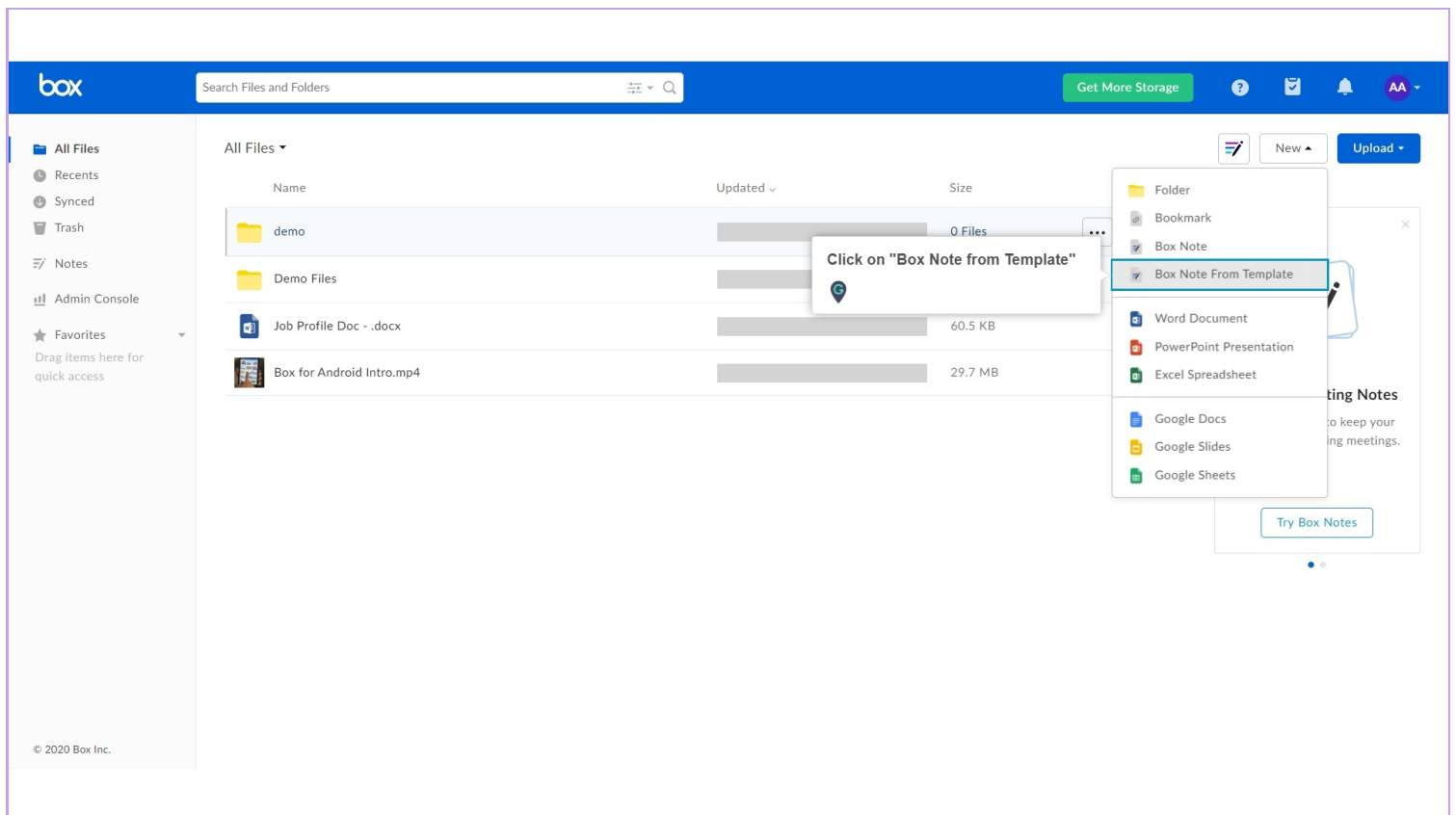


The screenshot displays the Box web interface. At the top, there is a search bar and a 'Get More Storage' button. The main content area shows a list of files and folders under the heading 'All Files'. A callout box labeled 'Click on "New"' points to the 'New' button in the top right corner of the file list area. The file list includes folders like 'demo' and 'Demo Files', and files like 'Job Profile Doc - .docx' and 'Box for Android Intro.mp4'. A sidebar on the left contains navigation options like 'All Files', 'Recents', 'Synced', 'Trash', 'Notes', 'Admin Console', and 'Favorites'. A 'Capture Meeting Notes' promotional card is visible on the right side of the interface.

Name	Updated	Size	Actions
demo		0 Files	More options, Share
Demo Files		3 Files	
Job Profile Doc - .docx		60.5 KB	
Box for Android Intro.mp4		29.7 MB	More options, Share

Step: 03

Click on "Box Note from Template"

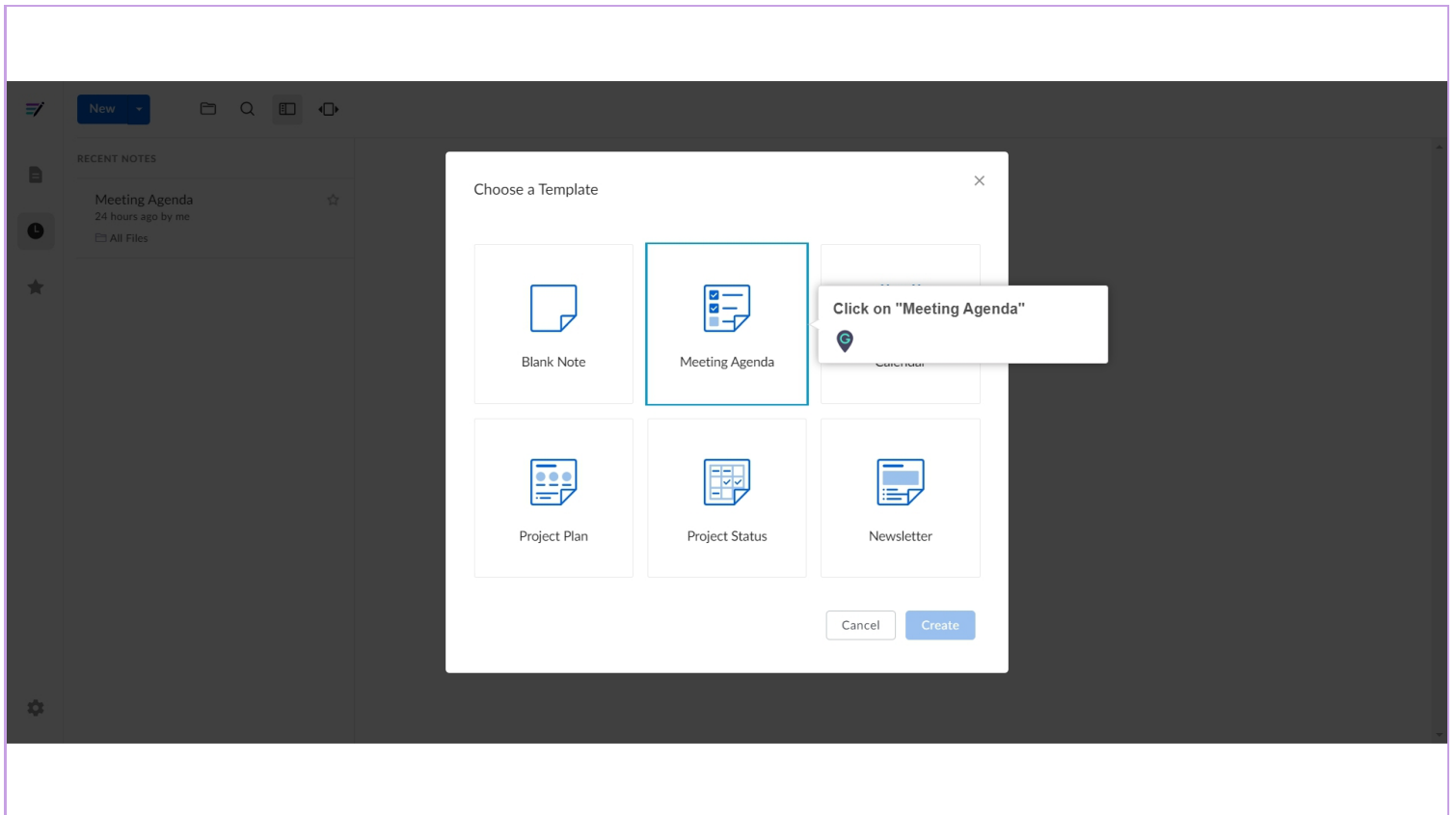


The screenshot displays the Box web interface. The top navigation bar includes the Box logo, a search bar, and a 'Get More Storage' button. The left sidebar shows navigation options like 'All Files', 'Recents', 'Synced', 'Trash', 'Notes', 'Admin Console', and 'Favorites'. The main content area shows a file list under 'All Files' with columns for Name, Updated, and Size. The file list includes folders 'demo' and 'Demo Files', and files 'Job Profile Doc - .docx' and 'Box for Android Intro.mp4'. A 'New' button is visible in the top right of the main area, and a dropdown menu is open, showing options like 'Folder', 'Bookmark', 'Box Note', 'Box Note From Template', 'Word Document', 'PowerPoint Presentation', 'Excel Spreadsheet', 'Google Docs', 'Google Slides', and 'Google Sheets'. The 'Box Note From Template' option is highlighted, and a callout box points to it with the text 'Click on "Box Note from Template"'. A 'Try Box Notes' button is also visible at the bottom right of the interface.

Name	Updated	Size
demo		0 Files
Demo Files		
Job Profile Doc - .docx		60.5 KB
Box for Android Intro.mp4		29.7 MB

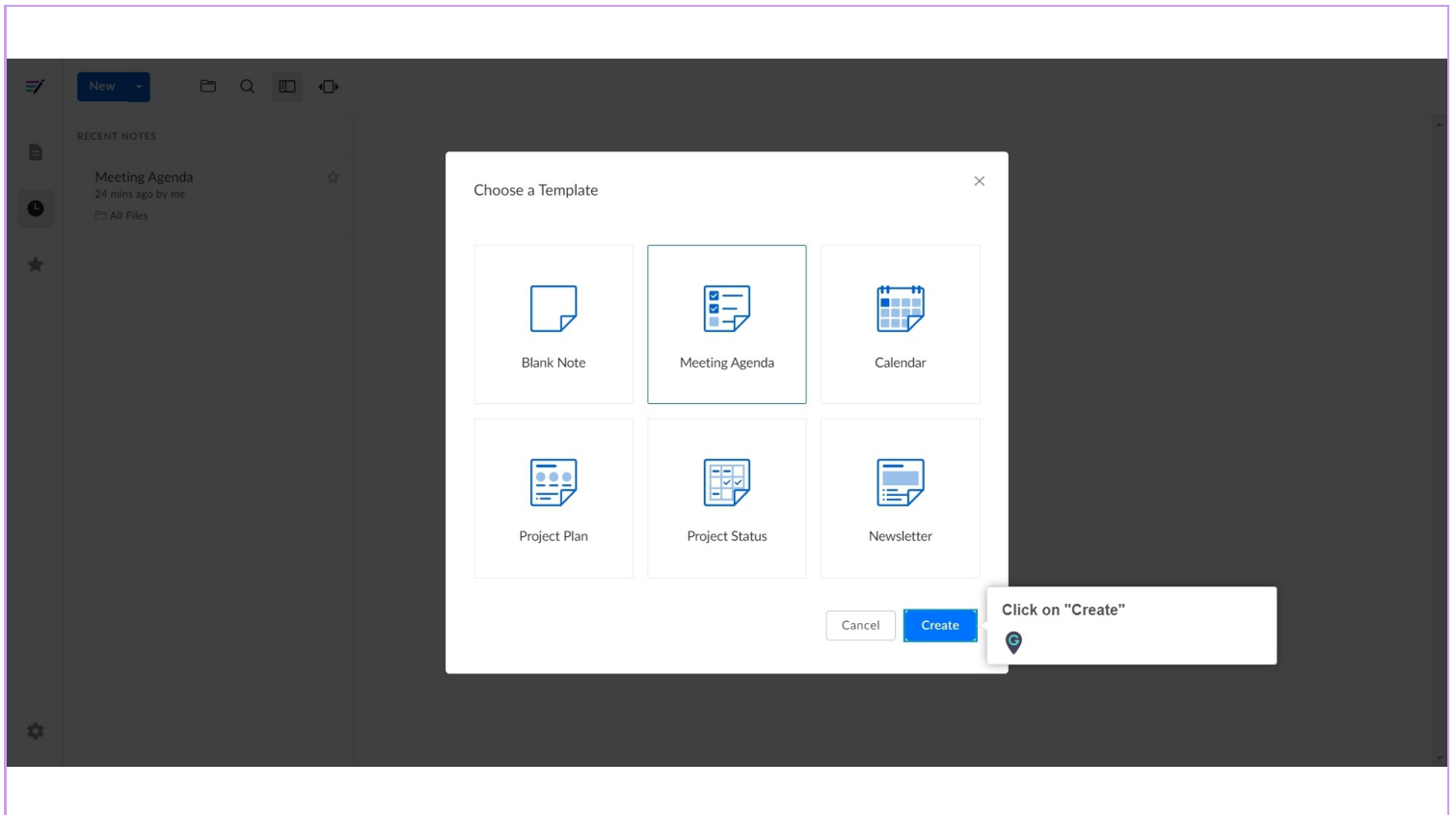
Step: 04

Click on "Meeting Agenda"



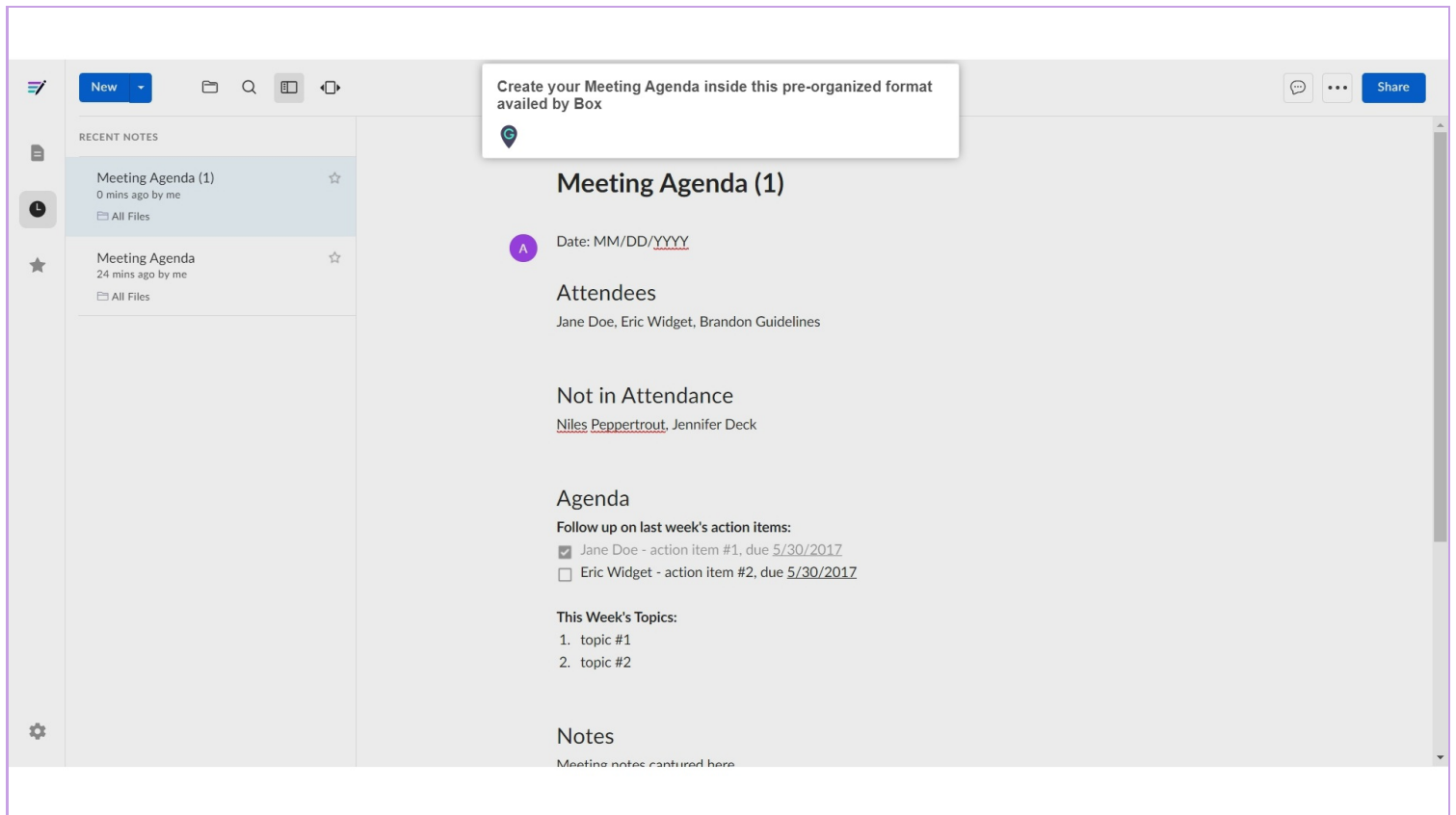
Step: 05

Click on "Create"



Step: 06

Create your Meeting Agenda inside this pre-organized format
availed by Box



The screenshot shows a software interface for creating a meeting agenda. On the left, a sidebar titled "RECENT NOTES" lists two "Meeting Agenda" documents. The main content area displays a pre-organized template for a "Meeting Agenda (1)". A callout box at the top of the main area contains the text: "Create your Meeting Agenda inside this pre-organized format availed by Box". The template includes sections for "Date: MM/DD/YYYY", "Attendees" (Jane Doe, Eric Widget, Brandon Guidelines), "Not in Attendance" (Niles Peppertrot, Jennifer Deck), "Agenda" (with a section for "Follow up on last week's action items" containing two items), "This Week's Topics" (topic #1, topic #2), and "Notes" (Meeting notes captured here).

Thank You!

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