

Lucid Meetings

New User Guide

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Start Here: My Dashboard

Link: <https://meet.lucidmeetings.com>

Dashboard: Overview

- Today's Meetings
- Two Weeks at a Glance
- Overdue Action Items
- Upcoming Action Items
- Upcoming Meeting Preparation

The dashboard interface includes a top navigation bar with links for Dashboard, Add Meeting, Action Items (5), and Records. It also features a search bar, user profile (Tricia), and support link. The main content area displays the date Wednesday, November 13, 2019, and a calendar view for US/Eastern (GMT -05:00) from Nov 10 to 23, 2019. The calendar shows several events: 'DUE: Finish the report' and 'DUE: Review buyer ag' on Monday; '4p Weekly Check-In' on Tuesday; 'DUE: Introduce the ne' and '2p Category Manager' on Wednesday; and '4p Weekly Status Upd' on Tuesday and 'DUE: Report back to tl' on Friday. Below the calendar, there are three sections: 'Action Items' with 3 Overdue items, 'Action Items' with 2 Due Next Week items, and 'Preparation' with upcoming meetings.

Dashboard [+ Add Meeting](#) [Action Items \(5\)](#) [Records](#) [Tricia](#) [Support](#)

Wednesday, November 13, 2019

< > ● Today [Calendar](#)

US/Eastern (GMT -05:00) Nov 10 – 23, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
	DUE: Finish the report DUE: Review buyer ag	4p Weekly Check-In	DUE: Introduce the ne	2p Category Manager		
17	18	19	20	21	22	23
		4p Weekly Status Upd			DUE: Report back to tl	

Change: US/Eastern (GMT -05:00)

Action Items

3 Overdue

- Introduce the new products at our next meeting
Butlers Cheeses

Action Items

2 Due Next Week

- Ask Carla about the dairy-free initiative
Dairy Buyers Team
Due Nov 25, 2019 [Edit](#)

Preparation

Upcoming Meetings

- [Category Manager Weekly Call](#) →
Category Managers
Thursday, November 14, 14:00 (55 minutes)

Review Upcoming and Past Meetings

Find meeting records easily:

1. Click on a **Meeting Room**
2. Review **Upcoming Meetings**
3. Review **Past Meetings**

The screenshot shows the Lucid Meetings interface. On the left is a dark navigation menu with categories: Dairy Buyers, Retail Buyers, and Prospective Suppliers. Under Dairy Buyers, 'Belton Farm' is highlighted. An orange arrow labeled '1' points to this item. The main content area has tabs for Meetings, People, Documents, Action Items (11), and Notes. Below the tabs, there are view options for List View and Calendar View. The 'Upcoming Meetings' section contains a table with two rows:

Meeting	Date & Time
Weekly Status Update	November 19, 16:00
Weekly Status Update	November 26, 16:00

Below this is the 'Past Meetings' section, which shows a single row:

Meeting
Weekly Check-In

An orange arrow labeled '2' points to the 'Upcoming Meetings' section, and an orange arrow labeled '3' points to the 'Past Meetings' section.

If you were invited to a meeting as a Guest, find the **Records** link in the top navigation and click on **Meeting History** to review all of the meetings you've been invited to attend.

The screenshot shows the Lucid Meetings interface for a specific meeting. The top navigation bar includes 'Dashboard', '+ Add Meeting', 'Action Items (3)', and 'Records'. An orange arrow points from the 'Records' link to a dropdown menu. The dropdown menu is titled 'Meeting History' and contains the following items:

- Action Items
- Documents
- Motions
- Decisions
- Issues
- Parking Lot
- Notes
- Search...

The main content area shows the meeting details for 'Weekly Leadership Call' on Thursday, January 9, 16:00 - 16:55 London. Below the details are buttons for 'Record', 'Notes', and 'Agenda'.

My Action Items






Menu Dashboard + Add Meeting **✓ Action Items (3)** Records Search Tricia Support

Action Items

+ Add action item

Showing 3 of 3 records, sorted by Date descending. Filter

10 25 50 100 250 Dates Refresh

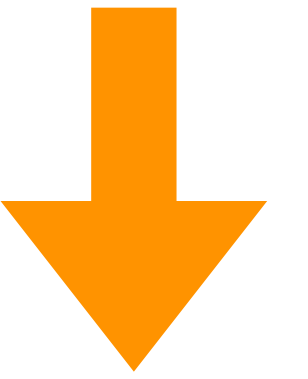
Action Item	Room	Date	Actions
Action Item Review buyer agreements before the next meeting <small>Created by Tricia Harris, August 8, 2019 Last updated by Tricia Harris, December 24, 2019</small>	Stonegate Farmers	Dec 30, 2019 Upcoming	  Edit  Mark complete
Action Item Create the facilities report for the next meeting. <small>Created by Tricia Harris, August 5, 2019 Last updated by Tricia Harris, December 24, 2019</small>	Stonegate Farmers	Dec 26, 2019 Upcoming	
Action Item Introduce the new products at our next meeting <small>Created by Tricia Harris, June 18, 2019 Last updated by Tricia Harris, December 8, 2019</small>	Shepherds Purse Cheeses	Dec 11, 2019 Overdue	

Review Action Items:

- Click on Action Items
- Click Down Arrow next to item
- Edit or Mark complete

[Learn more about Action Items](#)

My Settings & Notifications



Click Your Name to Access:

- Profile Settings
- Display Preferences
- Email Notifications

[Learn more about Account Settings](#)

Dashboard + Add Meeting Action Items (5) Records Search Tricia

Tricia Harris » Set Notification Preferences

Set Notification Preferences

Notification Preferences

Enable meeting reminders

- Receive 10-minute reminder email
Check this box to receive a reminder email approximately 10 minutes before each meeting.

Enable daily calendar email

- Receive your daily calendar via email
Check this box to receive a morning reminder email on days with scheduled meetings.

Enable weekly calendar email

- Receive your weekly calendar via email
Check this box to receive a weekly reminder email with scheduled meetings and open action items.

Enable RSVP notification email

- Receive attendee RSVP notifications via email
Check this box to receive an email when attendees RSVP for a meeting you create.

Account
Profile Settings
Display Preferences
Email Notifications
Authorize Applications
Browser Check
Log Out

Daily Notification & 10 Minute Reminder

Get Ready for Today's Meetings

Thursday, January 9, 2020

BUYER-SUPPLIER STATUS UPDATE
2:30 PM - 3:25 PM London (GMT +00:00)

Room: Stonegate Farmers
Purpose: Review latest updates, discuss weekly specials, and plan the week ahead.
Invited: Amanda Richardson, Ed Riley, Fred Meisner, Janice Kramer, Steve Ritchie, Stewart Johnson, Tricia Harris, Trina Charlton
[View meeting](#)

WEEKLY LEADERSHIP CALL
4 PM - 4:55 PM London (GMT +00:00)

Room: Stonegate Farmers
Purpose: Review latest updates, discuss weekly specials, and plan the week ahead.
Invited: Amanda Richardson, Ed Riley, Fred Meisner, Janice Kramer, Steve Ritchie, Stewart Johnson, Tricia Harris, Trina Charlton
[View meeting](#)

Related Action Items

Action Item
Review payroll stubs for accounting.

Room: Stonegate Farmers
Created by Tricia Harris, August 5, 2019
Due Monday, January 13th
[View action item](#) or [Mark as complete](#)

STARTING IN 10 MINUTES! Weekly Leadership Call

Thursday, January 9, 4 PM - 4:55 PM London

[Click to open the meeting »](#)

Or paste this link into your browser:
<https://demo.lucidmeetings.com/lucid/invite/1016564536705613>

Instructions for accessing the meeting

Please visit:
<https://demo.lucidmeetings.com/lucid/invite/1016564536705613>

You will need a modern browser and an internet connection to access the meeting. There is nothing to download or install.

Meeting Agenda

Thursday, January 9, 2020

Purpose: Review latest updates, discuss weekly specials, and plan the week ahead.

Invited to this Meeting
Amanda Richardson (The Dalton Company), Ed Riley (Stanton Team), Fred Meisner,

Today's Meetings & Related Action Items

10 Minute Reminder Email

Create a Meeting

Create a Meeting:

1. Select **Room**
2. Select **Template**
3. Click **Schedule meeting**

[Learn more about Meeting Scheduling](#)

The screenshot shows the Lucid Meeting Scheduling interface. On the left is a dark sidebar menu with options: Menu, Account, Calendar, Site Manager, Log Out, Meeting Rooms (Dairy Buyers, Belton Farm, Butlers Cheeses, Category Managers), and a '1' arrow pointing to 'Belton Farm'. The main content area has a top navigation bar with 'Dashboard', '+ Add Meeting', 'Action Items (5)', and 'Records'. Below this is a breadcrumb 'Dairy Buyers » Belton Farm' and a large 'Belton Farm' header with a dropdown arrow. A '2' arrow points to the 'Template' dropdown menu, which is open and shows a list of templates: 'Basic Agenda', 'Supplier Check-In Meeting' (highlighted), 'Buying Managers Weekly Update', 'Blank/Quick Call', 'Operations Team Check-In', 'Project Status Update', 'Gallery', and 'See more templates...'. A '3' arrow points to the 'Schedule meeting' button on the right. At the bottom right, there is an 'Action Items 11' notification.

Add a Title, Date, and Start/End Time

Title, Date and Time:

1. Review/Update Title
2. Choose Date, Start/End Time, and/or Repeat
3. Click **“Save and next”**

The screenshot shows a meeting creation form with the following fields and options:

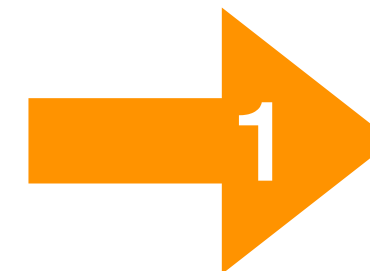
- Meeting type (required):** A dropdown menu with "Supplier Check-In Meeting" selected.
- Meeting title (required):** A text input field containing "Project Status Update".
- Meeting date:** A date input field with "11/13/2019".
- Start time:** A time input field with "19:00".
- End time:** A time input field with "19:55".
- Time zone:** A dropdown menu with "GMT -05:00 US/Eastern" selected.
- Repeat:** An unchecked checkbox labeled "Repeat...".
- Buttons:** A red "Save and next" button and a blue "or Cancel" link.

Three orange arrows with numbers 1, 2, and 3 point to the meeting title, the date and time fields, and the "Save and next" button, respectively.

Add Meeting Attendees

Next, add Meeting Attendees:

1. Select Room Members,
 2. Select Guests, OR
- Add new members/guests using email address




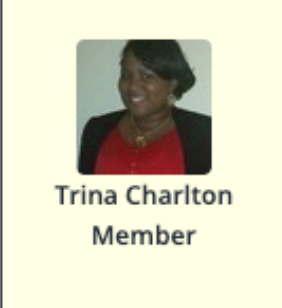
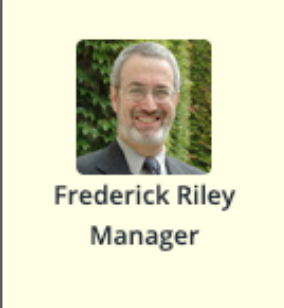
Add Attendees

Members may see all prior meeting records, search meeting room history, and be assigned to action items; guests may only see meetings to which they have been invited.

Select Room Members

The following room members are available for quick selection.


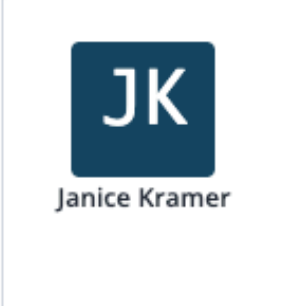
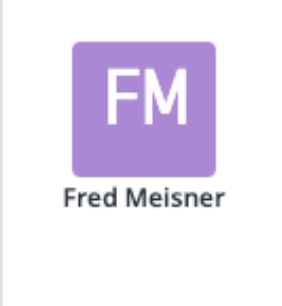

Select all current members



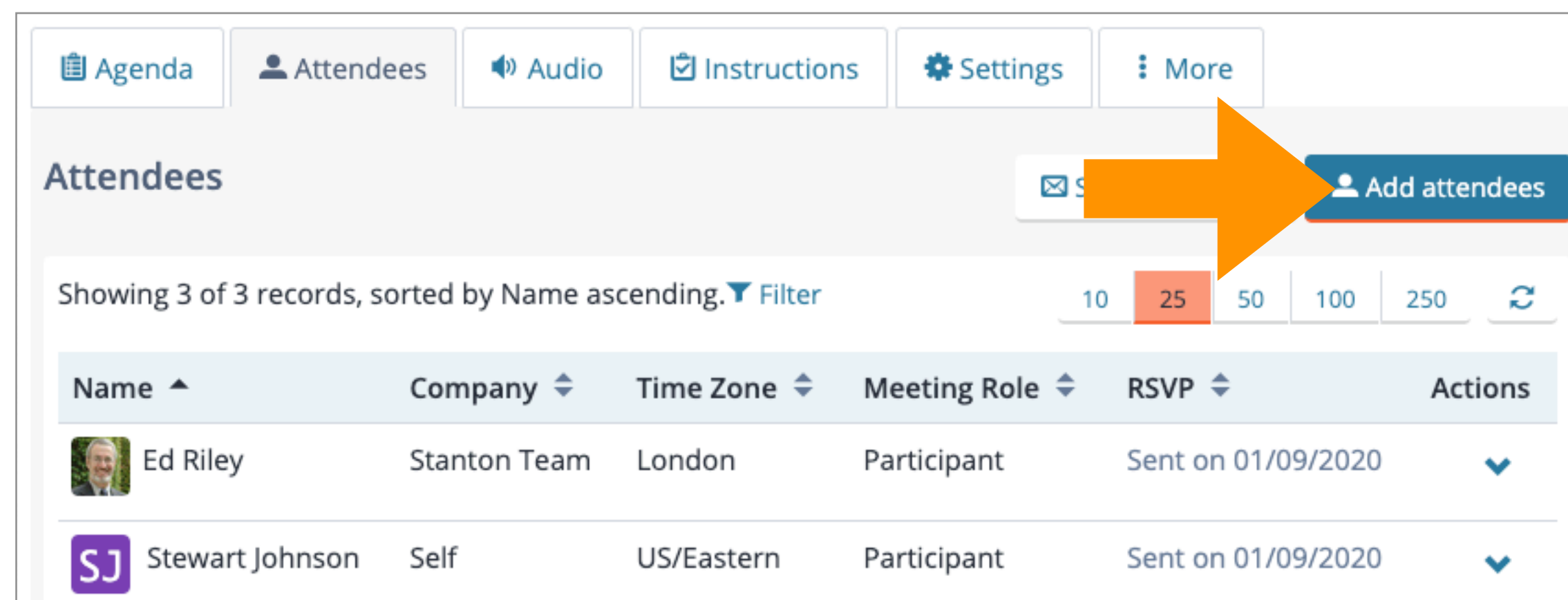
Select Room Guests

The following guests are available for quick selection.

Select all prior guests





To add more attendees, select the Attendees tab and click "Add attendees"



Attendees

Showing 3 of 3 records, sorted by Name ascending. Filter

Name	Company	Time Zone	Meeting Role	RSVP	Actions
 Ed Riley	Stanton Team	London	Participant	Sent on 01/09/2020	▼
 Stewart Johnson	Self	US/Eastern	Participant	Sent on 01/09/2020	▼

Remove Meeting Attendees

To Remove an Attendee:

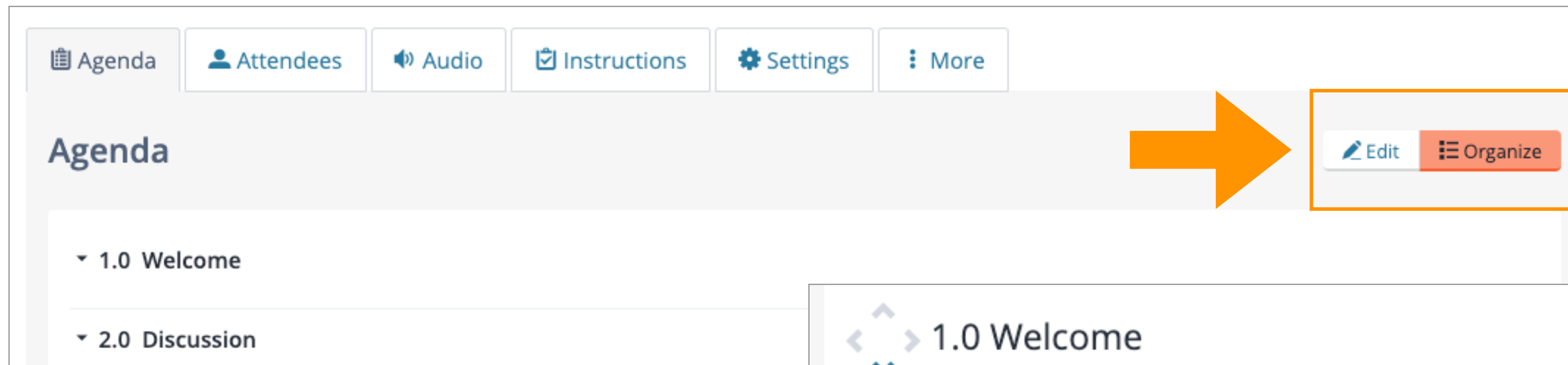
1. Navigate to the Meeting page and select the **Attendees** tab.
2. Beside the person's name, use the down arrow to select "**Remove Attendee.**"

The screenshot shows the 'Attendees' tab selected in a meeting interface. The interface includes tabs for 'Attendees', 'Audio', 'Instructions', 'Settings', and 'More'. Below the tabs, there are buttons for 'Send invitations' and 'Add attendees'. A table displays 8 attendees, sorted by name ascending. The table columns are Name, Company, Time Zone, Meeting Role, RSVP, and Actions. The 'Attendees' tab is highlighted with an orange arrow labeled '1'. The 'Remove attendee' option in the actions menu for Ed Riley is highlighted with an orange arrow labeled '2'.

Name	Company	Time Zone	Meeting Role	RSVP	Actions
Amanda Richardson	The Dalton Company	Los Angeles	Guest	Sent on 01/07/2020	▼
Ed Riley	Stanton Team	London	Participant	Sent on 01/07/2020	▼
FM Fred Meisner	Self	London	Guest	Sent on	▼
JK Janice Kramer	Self	Los Angeles	Guest	Sent on	▼
SR Steve Ritchie	Self	Los Angeles	Guest	Sent on	▼

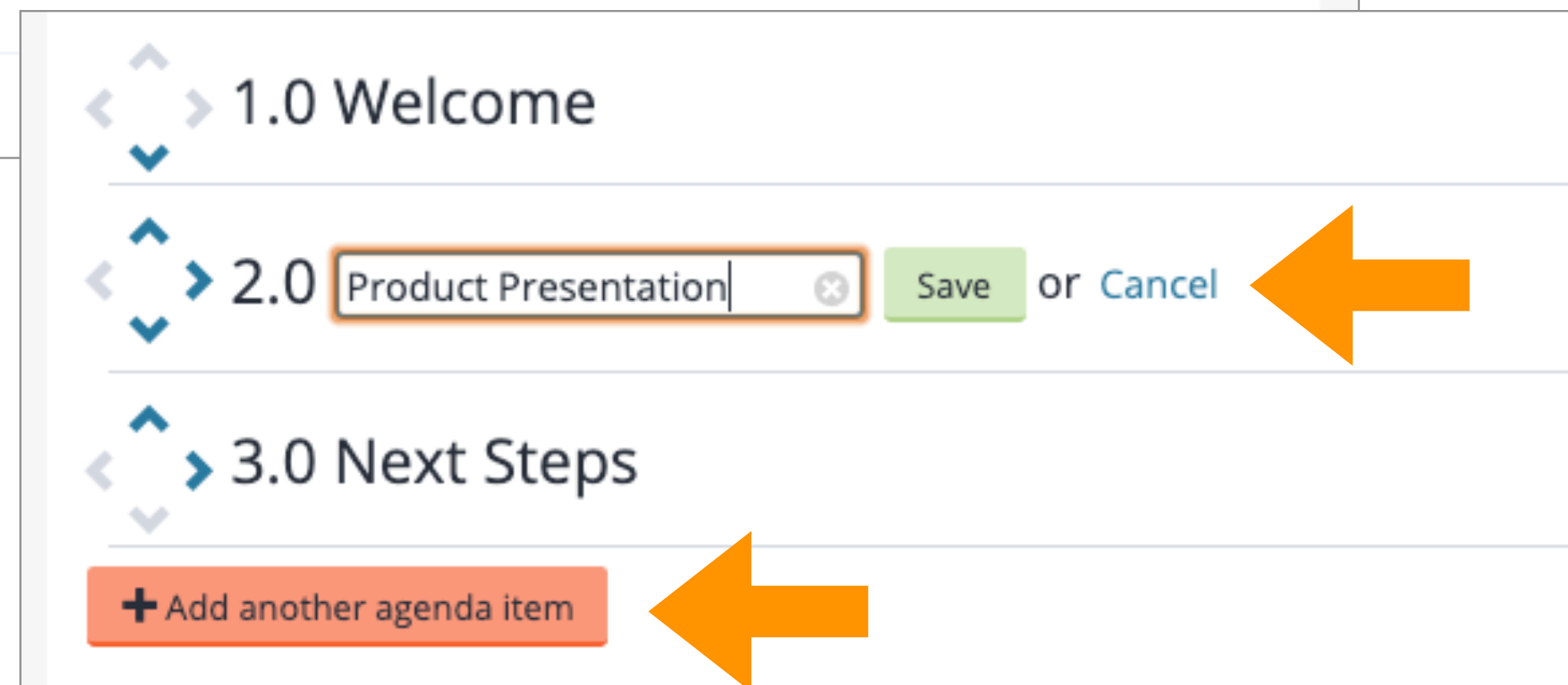
- Edit
- Change RSVP
- Change role
- Send invitation
- Remove attendee**
- Contact

Organize and Edit the Agenda



On the Meeting page:

- Click **Organize** on the Agenda tab to Add arrange items
- Click **Add another agenda item** to add more items
- Use the Arrows to move items or click and drag
- After organizing, click **Edit** to add and change text

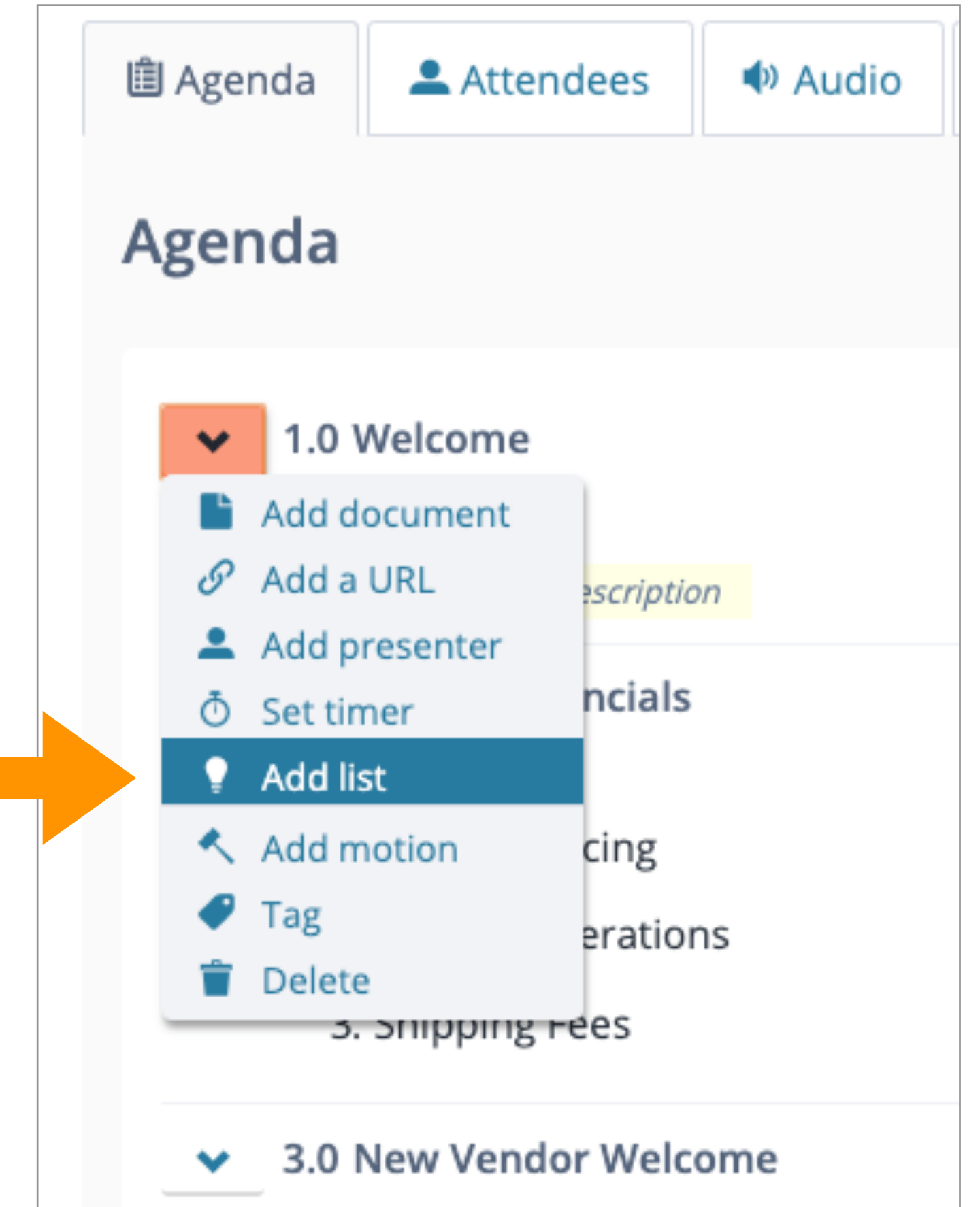
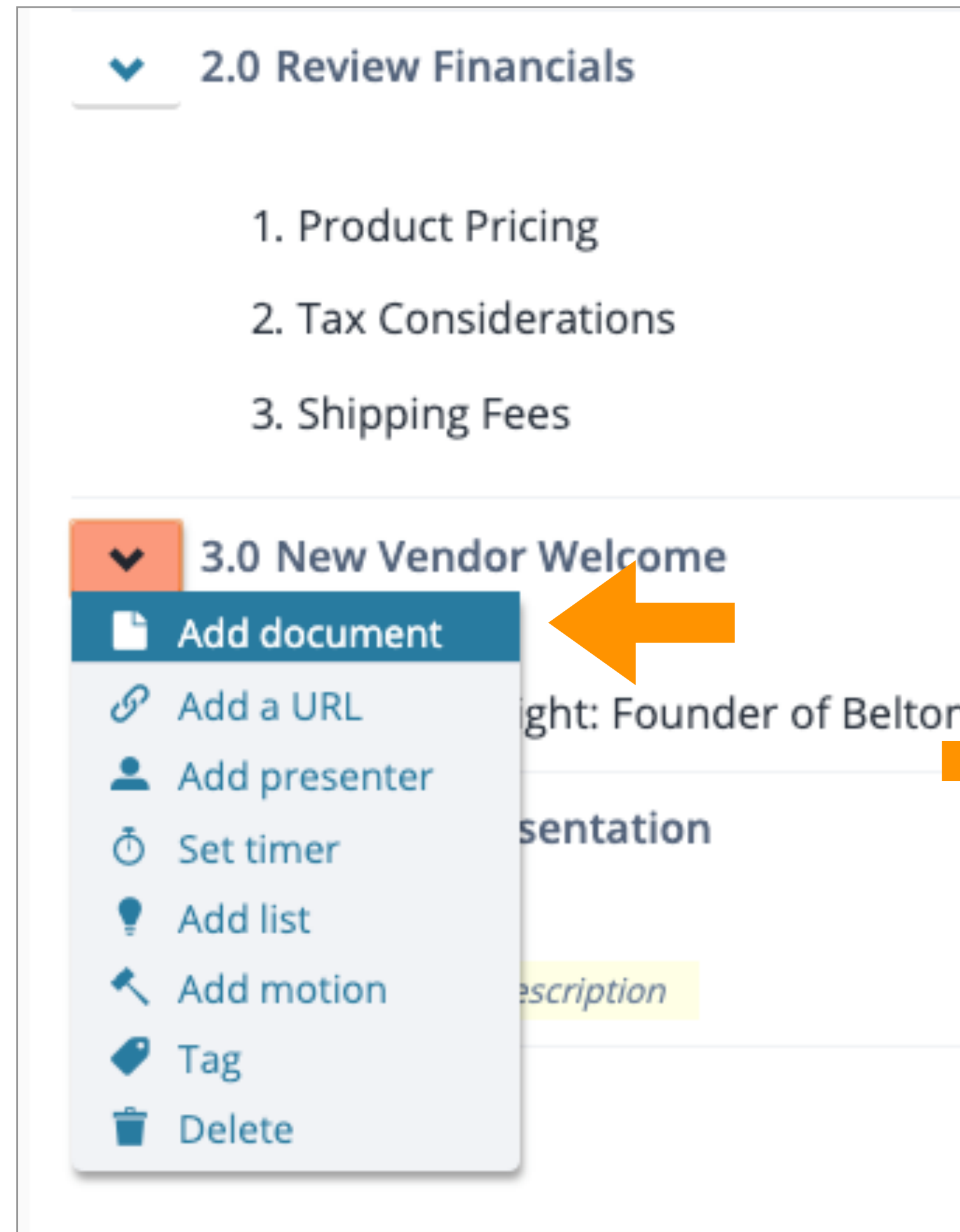


Add Items to the Agenda

Add documents, presenters, action item reviews, and more.

- First, click **Edit** on the Agenda (see previous slide)
- Next to the agenda item, click the **down arrow**
- Use the drop down menu to add a document, URL, presenter, timer, motion, or tag
- Select **"Add list"** to review Action Items in the meeting

[Learn more about working with agendas](#)

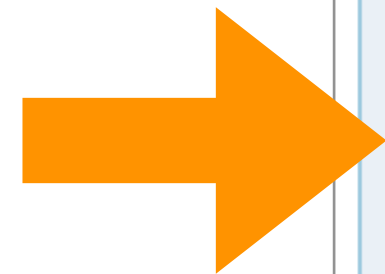


Send Meeting Invitations

To Invite Meeting Attendees:

- When your meeting is ready, select **“Send invitation email”**
- If the prompt does not appear, send invitations using the down arrow next to the meeting title

[Learn more about inviting attendees](#)



Weekly Status Update ▾

Friday, January 3, 1 PM - 1:55 PM US/Eastern 📅

Tell people about this meeting. Tip 1 of 2 ➔

You still need to send invitations to 6 people.

Send invitation email or Skip this step

Weekly Status Update ▾

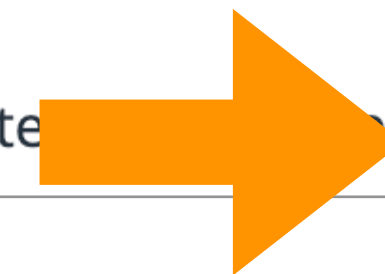
Friday, January 3, 1 PM - 1:55 PM US/Eastern 📅

Your meeting setup is complete!

Please return at 1 PM US/Eastern on Jan 3, 2020 session.

Purpose: Review latest update

- 🔄 Refresh
- 🗨️ Change your RSVP **Yes**
- 📊 View report
- ⚙️ Edit settings
- 👤 Add more people
- 📄 Download attendees
- 👁️ View requests **0**
- ✉️ **Send invitations**



Review Invitation Details, Send Email

In the next step, review:

- Message Delivery Priority and Sensitivity Level
- Options to include the agenda, calendar file, and RSVP email
- Recipient list
- Click **“Send email”**

Learn about [how Lucid works with common calendars](#)

Message Delivery Priority
All email messages are important, but some are more important
Normal

Message Sensitivity Level
How sensitive it is to disclose this message to people other than
Normal

Options

- Include the meeting agenda
- Include the calendar ICS file attachment
- Send me email when someone RSVPs

Invitation Recipients

Recipients (required)

- Everyone
Amanda Richardson, Ed Riley, Fred Meisner, Janice Kramer, Steve Ritchie, St
- People who have not yet received an invitation
No recipients
- People who have not yet received an UPDATED invitation
Amanda Richardson, Ed Riley, Fred Meisner, Janice Kramer, Steve Ritchie, St
- People who have not yet replied
Amanda Richardson, Ed Riley, Fred Meisner, Janice Kramer, Steve Ritchie, St
- Send test email to me
Tricia Harris
- Send email to selected recipients

Send email or Skip this step

MEETING INVITATION
Buyer-Supplier Status Update

Wednesday, January 8, 1 PM - 1:55 PM US/Eastern

[View Meeting »](#)

Or paste this link into your browser:
<https://demo.lucidmeetings.com/lucid/invite/9958338554194197>

Instructions for accessing the meeting

Please visit:
<https://demo.lucidmeetings.com/lucid/invite/9958338554194197>
You will need a modern browser and an internet connection to access the meeting. There is nothing to download or install. [Test your system here.](#)

Meeting Agenda
Wednesday, January 8, 2020

Purpose: Review latest updates, discuss weekly specials, and plan the week ahead.

Invited to this Meeting
Amanda Richardson (The Dalton Company), Ed Riley (Stanton Team), Fred Meisner, Janice Kramer, Steve Ritchie, Stewart Johnson, Tricia Harris (Belton Farm), Trina Charlton (Aqua Supply Co.)

Agenda Items

1.0 Welcome
Let's take a moment to get settled and review past action items.

Meeting Invitation Email

Reschedule, Cancel, Copy, Delete

Use the down arrow next to the meeting name to access the **Meeting Actions** menu.


Common actions include:

- Reschedule
- Cancel
- Copy
- Delete

Retail Managers » River Run Farmers » Buyer-Supplier Status Update

Buyer-Supplier Status Update

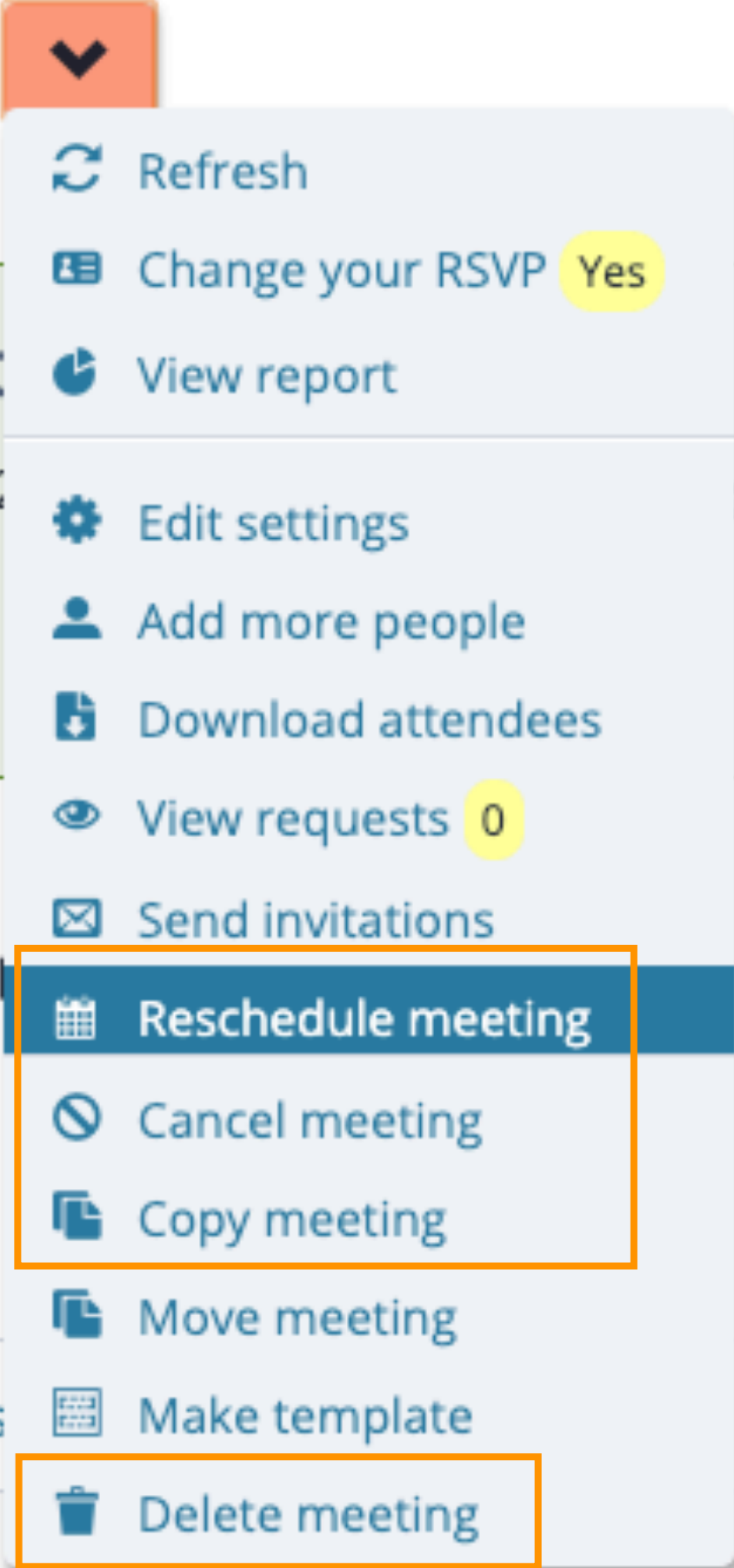
Friday, January 10, 9 AM - 9:55 AM US/Eastern 📅

 Your meeting setup is complete
Please return at 9 AM US/Eastern on Jan 10, 202

Purpose: Review latest updates, discuss weekly special and


Desired Outcomes
Click to add desired outcomes for this meeting.

📅 Agenda 👤 Attendees 🔊 Audio 📋 Instructions



Meeting Actions menu:

- Refresh
- Change your RSVP **Yes**
- View report
- Edit settings
- Add more people
- Download attendees
- View requests **0**
- Send invitations
- Reschedule meeting**
- Cancel meeting
- Copy meeting
- Move meeting
- Make template
- Delete meeting**



Start and End a Meeting

Start a Meeting:

Click **“Start your meeting now”** on the meeting home page OR on your Dashboard

End a Meeting:

Click on **“Meeting”** and **“End Meeting”** in the bottom tray

The screenshot illustrates the Lucid Meeting interface. At the top, a meeting titled "Weekly Status Update" is shown for Friday, January 3, from 11:30 AM to 12:25 PM US/Eastern. A green notification banner states "You're a little bit early" and "This meeting is scheduled to start at 11:30", with a "Start your meeting now" button. An orange arrow points from this button to the "Start" button in the meeting details card below, which shows the time "11:45 AM | Weekly Status Update" and the duration "11:45 AM - 12:40 PM (55 minutes)".

The main content area displays "Notes" with two paragraphs: "Meeting notes should be comprised of **important facts**. Basic example: 'Ted is flying to Denver on Tuesday.' The sentence captures who, what, when, and where." and "Issues and decisions are also important to record. Capture **action plans** that result from the issues raised or decisions made. Example: 'Sarah will book the flights and hotel, and Sally will purchase conference tickets.'" A note by Tricia Harris @ 11:20 AM is visible.

At the bottom, a meeting control tray is shown. A dropdown menu is open, highlighting the "End Meeting" option (marked with a red X). Other options include "Exit Meeting" and "Take a Break". The tray also features buttons for "Action item", "Decision", "Issue", and "Parking Lot". The bottom navigation bar includes "Meeting", "Agenda", "Search", and "Audio".

Participate in a Meeting: Attendee

Participate in a meeting:

- View agenda items (top)
- Add/present a document (with presenter role)
- Add Notes and Action Items (with note taker role)
- Chat with other attendees (right)

[Learn more about participating in meetings](#)

The screenshot shows a meeting interface for a "Weekly Status Update". At the top, there are agenda items 1.0, 2.0, 3.0, and 4.0, with 3.0 highlighted. Below the agenda, there's a section for "2.0 Weekly Updates" with an "Add document" button. A document titled "Weekly Specials.pdf" is shown with a "Show" button. The "Notes" section contains a note about running 3 weekly specials, with tags for "Decision" and "Add tag". Below the notes are buttons for "Add note", "Action item", "Decision", "Issue", and "Parking Lot". On the right, there's an "Attendees" panel showing "Present" (3) and "Absent" (2) with names like Amanda Richardson, Fred Meisner, and Tricia Harris (Facilitator). Below that is a "Chat" panel with a message from Tricia Harris asking "Where is Stewart today?". At the bottom, there's a navigation bar with "Meeting", "Agenda", "Search", and "Audio" buttons, and a "Time Remaining: 37 m 59 s" indicator.

View agenda item

Add/Present Document

View attendees

Chat

Add Note, Action Item, Decision, Issue, Parking Lot item

Exit meeting, View agenda, Search, view Audio

Run a Meeting: Facilitator

Facilitate a meeting: (see previous slide for more)

- Advance the agenda
- Exit, Break, or End the Meeting
- Edit the Agenda, Search records, change Audio preference
- Change the Meeting Timer
- Invite More People
- Change Attendee Roles

[Learn more about facilitating a meeting](#)

The screenshot displays the Lucid Meeting interface for a meeting titled "Weekly Status Update". The main content area shows "2.0 Weekly Updates" with a "next >" button highlighted by an orange box labeled "Advance agenda". Below this, there are options to "Add document" and "Add motion". A document titled "Weekly Specials.pdf" is shown with a "Show" button. The "Notes" section contains a note about running 3 weekly specials, with a "Decision" tag and a list of bullet points. The "Attendees" panel on the right shows a list of participants, including Amanda Richardson, Fred Meisner, Tricia Harris (Facilitator), Stewart Johnson, and Trina Charlton. An "Invite More" button is highlighted by an orange box labeled "Invite more people". Below the attendees list, there are icons for editing notes and documents, highlighted by an orange box labeled "Edit Note-takers, Document presenters". At the bottom of the interface, there is a navigation bar with buttons for "Meeting", "Agenda", "Search", and "Audio". An orange box labeled "Exit, Break, or End Meeting" points to the "Meeting" button. Another orange box labeled "Edit agenda, Search, change Audio" points to the "Agenda", "Search", and "Audio" buttons. A third orange box labeled "Change timer" points to the "Time Remaining: 41 m 43 s" display in the bottom right corner.

Add/Edit Notes & Action Items: *During* a Meeting

Meeting Notes

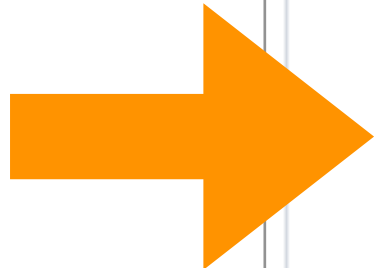
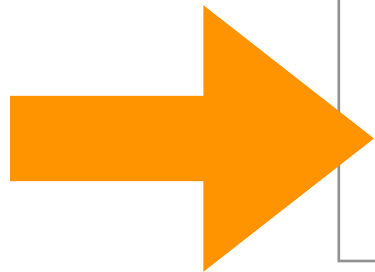
(facilitator & note taker role)

- To add a note during a meeting, click “**Add Note**,” type your note, and **Save**.
- To **Edit** a note, simply click on the note text to start editing.

[Click here to learn about tagged notes](#)

Action Items

- To **Add** an Action Item, click “Action Item,” and type your text.
- Select an Owner and Date, then **Save**.
- To **Edit** an Action Item, click on the text, owner or date to make changes.



What will you be proud to share about this project 3 months after the project launch?

Notes

Notes

There is now a process and system in place to identify: Tricia Harris @ 3:50 PM

1. Who attended a meeting
2. What they agreed to, and
3. When it took place.

Locate the original project documents for archiving

or Cancel

Add/Edit Notes & Action Items: *After* a Meeting

To add or edit a note or action item after a meeting, click on the **Notes** tab on the meeting page and select **Edit**. When finished, click **Done editing**.

Meeting Notes

- To add a note, select **New Note** under the correct agenda item.
- To **Edit** a note, simply click on the note text to start editing.

Action Items

- To add an Action Item, click “**New Action Item**” and type your text. Select an Owner and Date, then **Save**.
- To **Edit** an Action Item, click on the text, owner or date to make changes. [Learn more about Action Items.](#)

The screenshot illustrates the Lucid Meeting interface for managing notes and action items. At the top, there is a button to "Send followup email" or "Skip this step". Below this is a navigation bar with tabs for "Notes", "Agenda", "Attendance", "Chat", "Log", and "More". An orange arrow points to the "Notes" tab. Below the navigation bar, there is a "Notes" section with an "Edit" button, also highlighted by an orange arrow. Below the "Notes" section, there is a "Notes" header and a "Done editing" button, both highlighted by orange arrows. The main content area shows a list of notes and action items. The first note is "1.0 Welcome" with a "New note" button and a "New action item" checkbox. The second note is "2.0 Post-Project Review" with a text description, a "Locate the original project documents for archiving" action item, and a "New action item" checkbox. The third note is "3.0 New Products" with a text description. Orange arrows point to the "New note" and "New action item" buttons. The interface also shows the name of the user who added the note and the time it was added.

Send Follow-Up Email

1. When your meeting notes are complete, select **“Send follow-up email”** on the meeting page.
2. In the next step, add a custom follow-up message. (optional)
3. Review Message Delivery Priority, Sensitivity Level, Options, and Recipient list.
4. Click **“Send email.”**

[Learn more about sharing Meeting Records](#)

Custom
Message

Weekly Leadership Call

Thursday, January 9, 11 AM - 11:55 AM US/Eastern
Record editable until January 12, 4:12 PM

Your meeting has ended.
Send a followup email to attendees (8) when you're ready.

Send followup email or Skip this step

MEETING NOTES

Weekly Leadership Call

Hi everyone,

Thanks for attending the meeting on such short notice. Next week, be sure to plan for 1.5 hours on Thursday to discuss the latest projects in the queue.

Thanks,
Ed

You can find the complete notes from our meeting here:
<https://demo.lucidmeetings.com/lucid/invite/1015891454558819>

Meeting Record

Thursday, January 9, 2020

Purpose: Review latest updates, discuss weekly specials, and plan the week ahead.

Meeting Attendance

In Attendance
Amanda Richardson (The Dalton Company), Ed Riley (Stanton Team), Fred Meisner, Janice Kramer, Stewart Johnson, Tricia Harris (Belton Farm)

Regrets
Steve Ritchie, Trina Charlton (Aqua Supply Co.)

Action Items

Action Item	Assigned	Due Date	Completed
Locate the original project documents for archiving	Ed Riley	Jan 15	

Follow-Up Email

Leave or Join Meeting Rooms

1. **Select an Organization/ Category** in the left navigation under Meeting Rooms.
2. To **Leave** a Meeting Room, click the down arrow, and select **Remove myself**.
3. To **Join** a Meeting Room, click the down arrow and select **Add myself**.

The screenshot displays the Lucid Meeting Rooms interface. On the left is a dark navigation sidebar with a 'Menu' icon at the top. Below it are links for 'Account', 'Calendar', and 'Log Out'. The 'Meeting Rooms' section is expanded, showing a list of categories: 'Retail Managers' (highlighted), 'Dundee Farms', 'Fountain Lakes', 'River Run Farmers', 'Store Managers', 'Cranberry Corner', and 'Rockdale Foods'. An orange arrow labeled '1' points from the first instruction to the 'Retail Managers' category.

The main content area has tabs for 'Overview', 'Rooms', and 'People'. The 'Rooms' tab is active, showing a '+ Add a room' button. Below this is the 'My Rooms' section, which states 'You are currently a member of the following rooms' and 'Showing 3 of 3 records, sorted by Room ascending'. It contains a table with columns: Room, Meetings, Members, Guests, and Actions.

Room ^	Meetings	Members	Guests	Actions
Dundee Farms Member	6	3	3	▼
Fountain Lakes Member	0	3	2	▼
River Run Farmers Manager	55	4	4	▼

An orange arrow labeled '2' points from the second instruction to the 'Remove myself' option in the dropdown menu for the 'River Run Farmers' room. The dropdown menu also includes 'Room home' and 'Hide from menu'.

Below the 'My Rooms' section is the 'Open Rooms' section, which states 'You may preview or join any of the following open rooms' and 'Showing 2 of 2 records, sorted by Room ascending'. It contains a table with columns: Room, Meetings, Members, Guests, and Actions.

Room ^	Meetings	Members	Guests	Actions
15 Acre Dairy	0	1	0	▼
Jackson Stores	6	1	4	▼

An orange arrow labeled '3' points from the third instruction to the 'Add myself' option in the dropdown menu for the 'Jackson Stores' room. The dropdown menu also includes 'Room home'.