



Preparing for Meetings with BoardBook

Tuesday, May 19, 2026

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

I. Welcome/Introduction

II. What is BoardBook?

III. Sample Documents

A. Power Point Presentation

B. Word Document

C. Excel Spreadsheet

D. PDF

IV. BoardBook Basics - Agenda Manager View

A. Creating a Meeting

B. Editing a Meeting

C. Preparing Meeting Documents

D. Releasing Meeting Documents

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