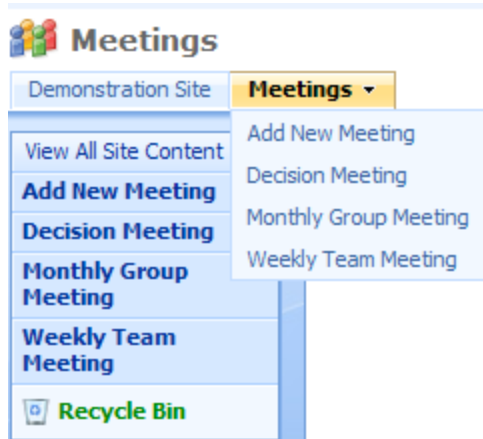


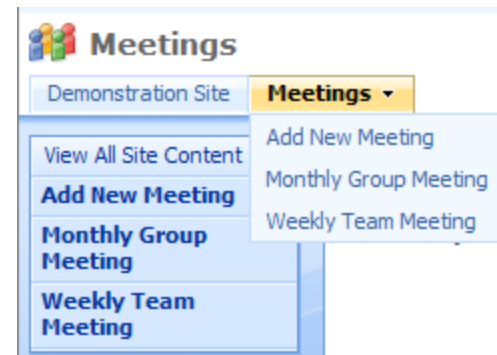
# Meetings “Site”



A convenient way to organize meetings for your team is to create a site called Meetings where you will post the team calendar from which you will create your Meeting Workspaces. The meeting workspaces are sub-sites of the Meetings site.

A link called “Add New Meeting” has been added to the navigation to make it easy to create a new calendar entry. The calendar itself has been hidden from the navigation. This was done to make a “cleaner” Meeting Directory (see next page).

In this example, there are three meeting sites. The Decision Meeting is “secure” so you will notice that in the second view of the same drop down, the Decision meeting does not show up. This is because this user does not have privileges to see the Decision Meeting workspace.



# Meeting Directory

The first view of the Meeting Directory, an out of the box Table of Contents Web Part, shows all of the meeting workspaces to a user who has privileges to all three meetings

Meeting Directory

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[Decision Meeting](#)

[Monthly Group Meeting](#)

[Weekly Team Meeting](#)

The second view shows the same list as seen by a user who has not been invited to the Decision Meeting.

Meeting Directory

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[Monthly Group Meeting](#)

[Weekly Team Meeting](#)

# Calendar

While the Table of Contents web part and all navigation are “security trimmed,” the Calendar entry itself is not. Unless you set individual permissions on the calendar, all users see all meetings, even if they do not have permissions to see the meeting workspace for the meeting.

Calendar

March, 2008 Expand All Collapse All |  Day  Week  Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11 9:00 AM Monthly Group Meeting	12 2:00 PM Weekly Team Meeting	13	14	15
16	17	18	19 2:00 PM Weekly Team Meeting	20	21	22
23	24	25	26 2:00 PM Weekly Team Meeting	27 11:00 AM Decision Meeting	28	29
30	31	1	2 2:00 PM Weekly Team Meeting	3	4	5