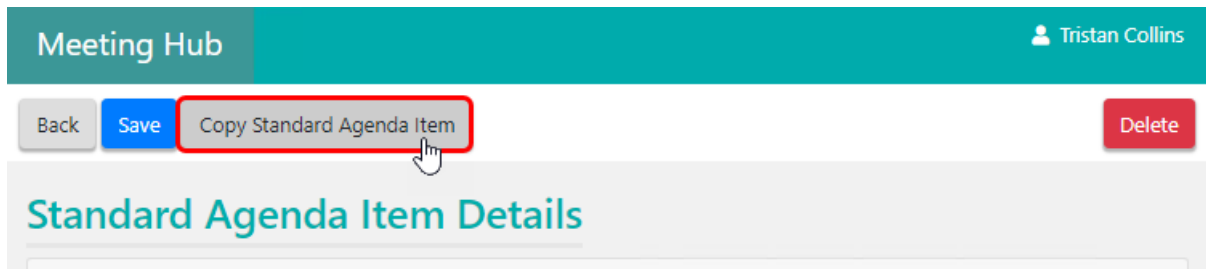


# Copying Standard Agenda Items

Last Modified on 03/07/2025 12:18 pm AEST

In order to copy a new Standard Agenda Item:

1. Open Meeting Hub and click the **STANDARD AGENDA ITEMS** menu in the *Navigation Pane*.
2. Locate and select the *Standard Agenda Item* that needs to be copied.
3. Click the *Copy Standard Agenda Item* button.



4. The new *Standard Agenda Item* will present itself immediately on screen.

## Title

The title is mandatory, and can act as a heading for *Standard Agenda Groups*.

## Description

A description of the purpose of the agenda item, or the scenario where the agenda item should be included in a meeting. This description is for internal use only.

## Body

The content of the agenda item, which will be displayed for owners in VoteMax, but not in the meeting notice. *StrataMax Merge Fields* may be added to the content, which will insert StrataMax data when the meeting notice or meeting minutes is generated.

## Attachment Placeholders

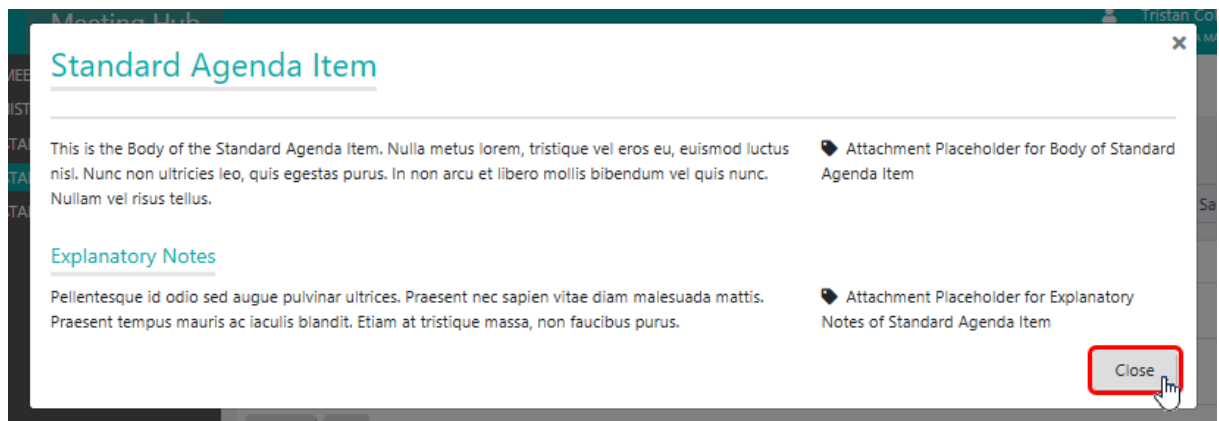
*Attachment Placeholders* will prompt the user to add an attachment when this *Agenda Item* is used in a *Meeting*. To add an Attachment Placeholder:

1. Click the *Add Placeholder* button.
2. Type the description into the field, then click *OK*.

## Documents

Document attachments can also be added to *Standard Agenda Items* to provide additional information.





6. Click the *Close* button to close the preview and return to the *STANDARD AGENDA ITEMS* menu.