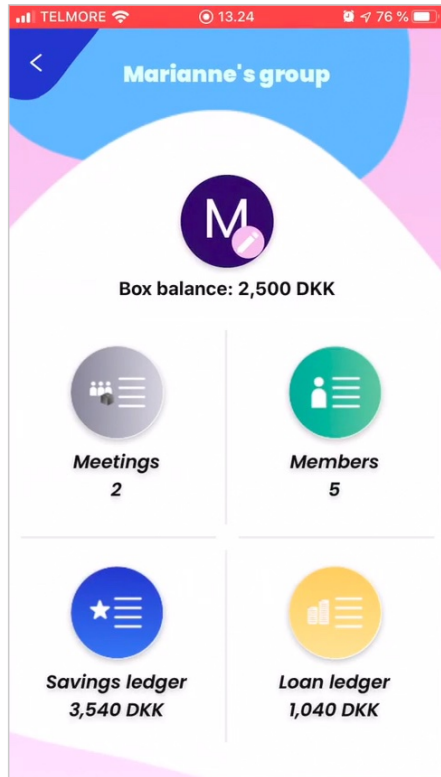
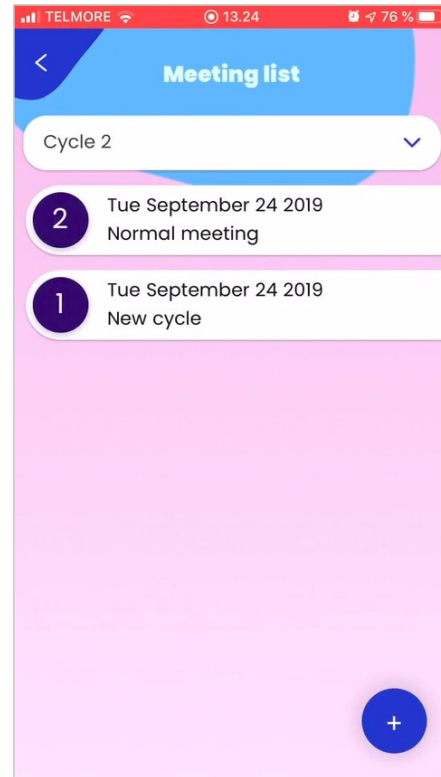


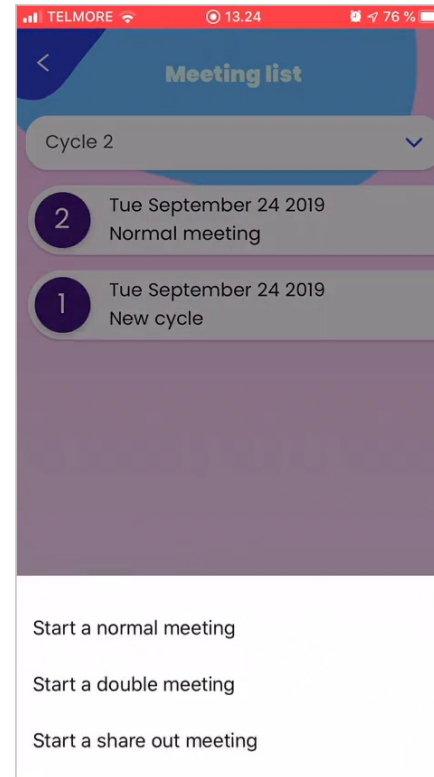
# 1. How to open a meeting



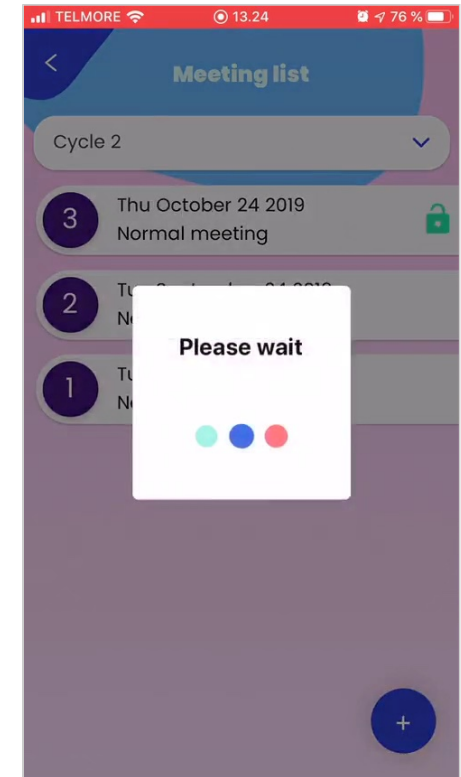
This is the group overview. Press "Meetings"



This is the list of previous meetings in the current cycle. Press the blue circle to open a new meeting

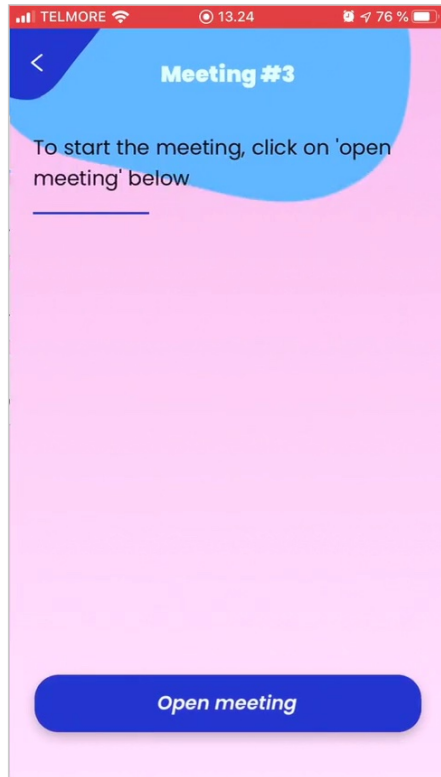


Now you can choose meeting type; Normal meeting, Double meeting or Shareout meeting. Choose Normal meeting if you're doing a regular groups meeting

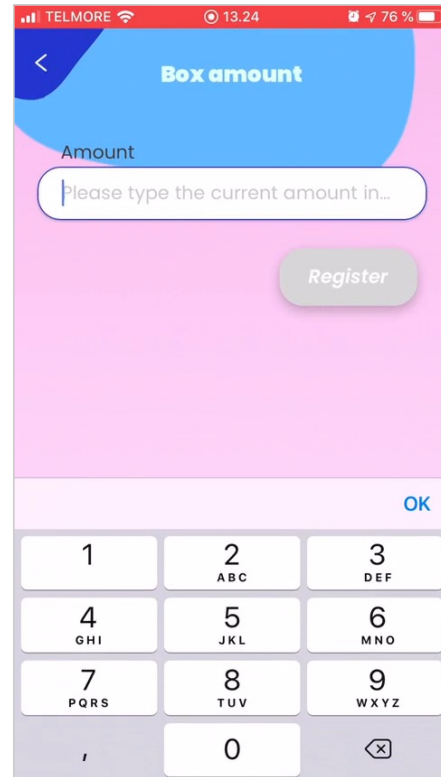


Wait for the system to create the meeting

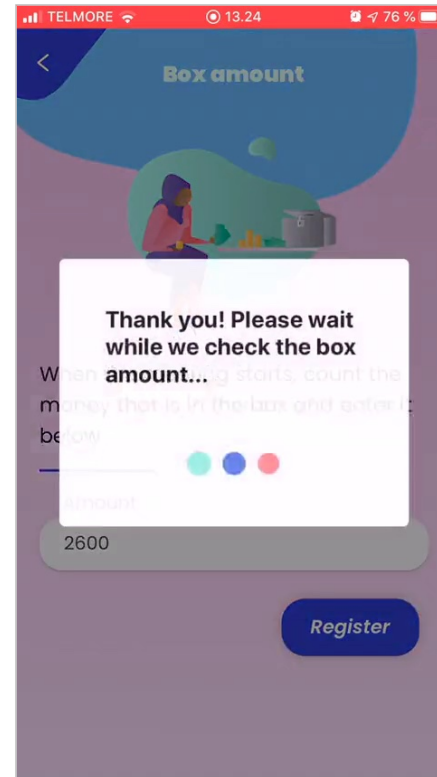
# 1. How to open a meeting



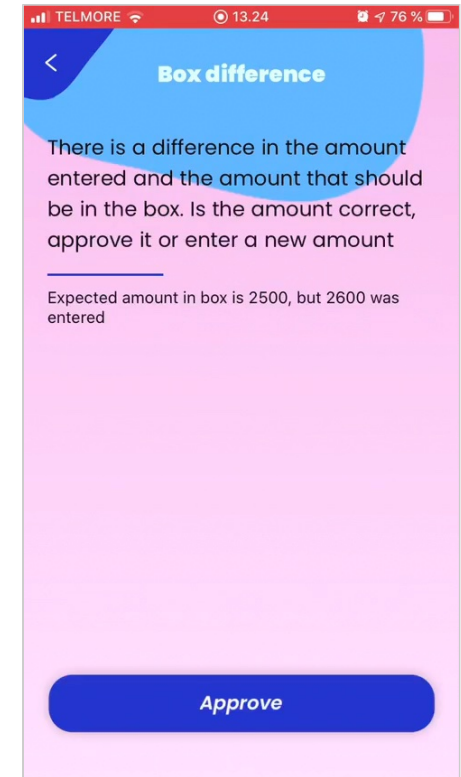
The meeting is now ready to be opened. Press "Open meeting"



Enter the box amount from last meeting

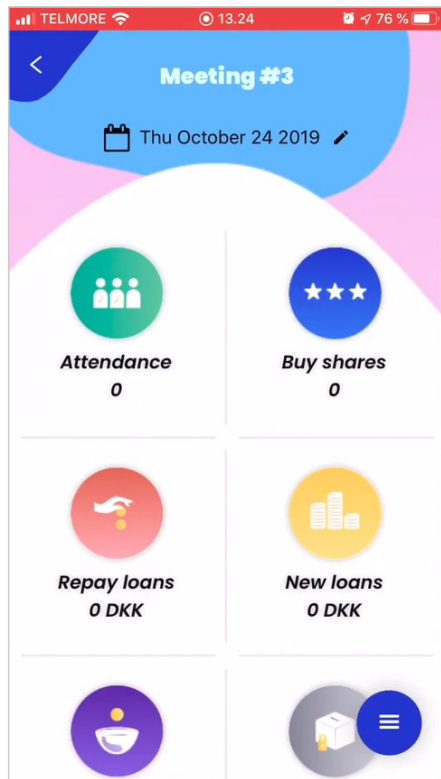


The system now verifies that the entered amount is the same as the amount entered at the end of the last meeting



If there is a mismatch between the box amount entered, and the last registered box amount, a message will show. You can either go back and change the box amount, or you can approve the numbers.

# 1. How to open a meeting



The meeting is now opened and you can begin with the meeting agenda