

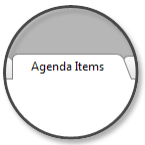
Viewing the Meeting Calendar

The screenshot shows the City of Olympia Meeting Calendar interface. It includes a search bar, a 'Search Calendar' button, and several dropdown menus for filtering results. Callout 1 points to the search bar with the text: "If you want to search for specific keywords, enter them here." Callout 2 points to the time period dropdown menu with the text: "Select the time period you're interested in." Callout 3 points to the committee dropdown menu with the text: "Choose which committee you want to view." Callout 4 points to the 'Search Calendar' button with the text: "Click the Search Calendar button to search." The main table lists meetings with columns for Name, Meeting Date, Time, and various links like Meeting details, Agenda, Minutes, and Video.

You will be viewing the **Calendar page** when you first visit the Agendas & Minutes page. (Tabs at the top of the page let you quickly change the type of page you are viewing.) By default, this page shows all the upcoming meetings that are listed on the calendar. You can also narrow the display of meetings by entering **specific keywords** to search (1), changing the **time period** (2), and choosing **specific committees** to list (3). After entering your search criteria, click the **Search Calendar** button to update the list of meetings.

The following actions can be taken for each meeting that is listed:

- **Meeting Name** – Click on the meeting name of the meeting to view a list of other meetings of that type.
- **Meeting Details** – Click the Meeting details link to view more details about that meeting, including the agenda items.
- **Agenda** – Click the Agenda button to view the meeting’s agenda as a PDF file.
- **Minutes** – If minutes are available, click the Minutes link to view the minutes as a PDF file.
- **Video** – If audio or video is available, click the appropriate link to access the audio or video from the meeting.



Viewing the Agenda Items

1 If you want to search for specific keywords, enter them here.

2 Select the time period you're interested in.

3 Choose the type of agenda item you want to view.

4 Choose additional options for searching items.

5 Click the Search button.

City of Washington State

Home Agenda Items Calendar City Council Council and Committees People

Share RSS Alerts

Search: []

Search Agenda Items Help

72 records Show Group Export

File #	Status	Other	Business	in	2
12-0274	Report	Other	Business		
12-0267	Resolution	Passed		6/14/2012	6/1
12-0221	Report	Other	Business	5/25/2012	
12-0159	Minutes	Other	Business	5/16/2012	
12-0158	Work Session	Study	Session	5/16/2012	
12-0157	Work Session	Study	Session	5/16/2012	
12-0273	Report	Other	Business	6/14/2012	
12-0272	Minutes	Other	Business	6/14/2012	

Advanced search >>>

file # Agenda Item Summary attachments other

All Types

- All Types
- Contract
- Decision
- Executive Session
- Minutes
- Ordinance
- Public Hearing
- Recognition
- Recommendation
- Report
- Resolution
- Work Session

Busking Final Report

Approval of May 24, 2012 Land Use & Environment Committee Minutes

Approval of May 15, 2012 General Government Committee Minutes

Program Regarding the Shoreline Master

Charter for Comprehensive Plan

Council Mid-Year Retreat - Date and Agenda

Approval of May 21, 2012 General Government Committee Minutes

The **Agenda Items** page lets you search and view agenda items for all meetings, and can be viewed by clicking the Agenda Items tab at the top of the page. You can search for items using keywords, time period and type of agenda item. There are also options for searching the Agenda Item Summary (on by default), attachments and more. **Advanced search** is also available for fine-tuning your search, if desired.

Clicking the **File #** for any item will show you more details about that item and the meeting it belongs to.