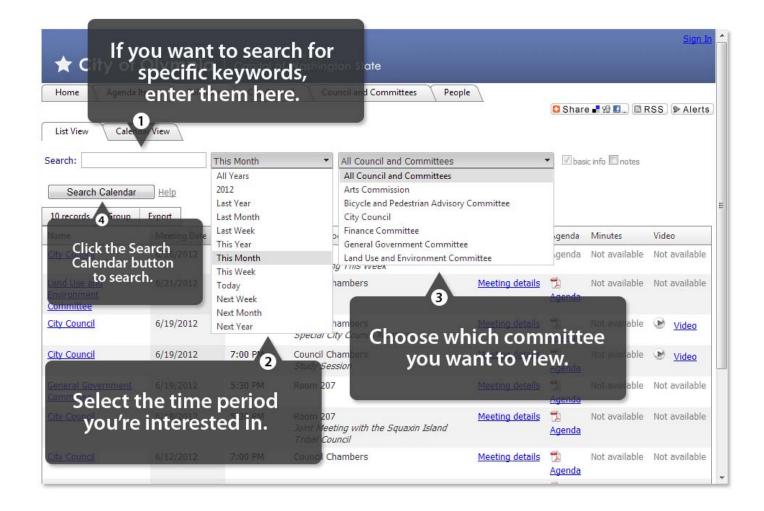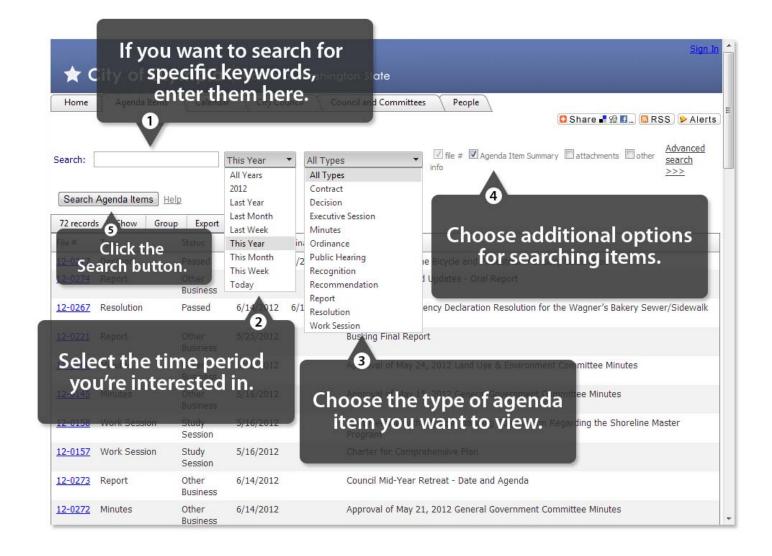# Viewing the Meeting Calendar

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

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.