Introduction

There are two agenda/meeting minute templates available for PJM stakeholder meetings, one for high level committees (e.g., MIC) and one for lower level committees (e.g. TEAC). In order to best utilize these templates, please review the steps below.

Updating Header

- Turn access to header on by double clicking in the header area.
- As seen in the image below, you must click in the text box to edit your heading.
- Select Agenda or Meeting Minutes as the header text.

Text Styles

- There are three main styles used in this template: List Heading, Numbered Heading, and List Body.

Primary Headings

1. Secondary Heading
   A. Listed Items

- To apply a style, highlight the text and select a style as seen in the screen grab below.
Disclaimers

- Disclaimers and legal language should remain on all Agendas but can be removed from Meeting Minutes.

Public Meetings/Media Participation:

Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings.

Phone Guide

- The templates include images to help attendees dialing in to the meeting.
- These images should be removed when creating a meeting minutes document

Please log-in to the voting application at voting.pjm.com, so that you can be registered as the active voter prior to the start of the meeting.

Questions

- 3 tones = placed in queue.
- Questions will be taken in the order in the room and on the phone as they breaks occur.

On the Phone Dial

Yes *7
No *8
Abstain *9

On the Phone Dial

*6
Mute / Unmute

Attendee List

- Title your attendance list using the “Primary Heading” style and paste in your attendee table.
- Use “Future Meetings” style for attendee names and credentials. (See example below).

In Attendance (In Person):

Last Name, First Name           Company           Sector