About McMeeting…

Purpose:
McMeeting keeps track of schedules and sets possible times for meetings.   It is specifically designed for academic departments, but will work just as well for any organization whose members have important fixed obligations every week.

Requirements:
McMeeting requires System version 6.0.7 or newer.   It operates on color machines, works under Multifinder under System version 6.0.7 or newer, and under Sustem 7.0 or newer versions.   If you are not running System 7.0 or newer, the file called 'Meeting.DATA' should be in the same folder as the McMeeting program.   If you are running under Sustem 7.0 or newer versions, the file 'Meeting.DATA' should be placed in the Preferences folder in your System folder.

How to use McMeeting:
McMeeting will handle up to 100 colleagues and their schedules; each weekly schedule can hold up to 50 obligations.   A few sample schedules are included with the program, but it is very easy to use.

Begin by selecting New Colleague from the McMeeting menu.   A dialog box will prompt you for the name of a colleague.   When you have entered the name and have hit OK or hit the Return key, you will be present with a blank weekly schedule for that colleague.   Click the mouse in the appropriate rectangles to show the times that colleague has classes or office hours or other obligations.   The schedule is divided into half-hour blocks.   If you make a mistake, simply click the mouse again on the selected rectangle and it will be cleared.   When the schedule is complete, click the mouse in the schedule window's close box (top left corner) and the data will be saved.   Repeat this process until all the colleagues' schedules have been entered.

You can display or change the schedule of any colleague by selecting Edit Schedule from the McMeeting menu.   You will be presented with a dialog box which lists, in alphabetical order, the colleagues you have scheduled.   Click on a name to select it, and then hit OK or the Return key.   The schedule window of the colleague you have selected will appear.   Follow the clicking and selecting process described above to change the schedule as necessary; any changes will be saved when you close the schedule window by clicking the mouse in the close box.

The Remove Colleague command erases the name and schedule of a colleague; you will be prompted for confirmation that you do wish to delete this information before the deletion takes effect.

The Set Meeting command presents you with the standard dialog box with an alphabetical list of the colleagues for whom schedules exist.   By holding down the Command key while clicking the mouse on that list, you can select or deselect any number of names; you can even select the whole list.   When you hit OK or the Return key, you open a window which shows time blocks of time during which the colleagues you have selected are free to meet.   Times that are available are blank; times with obligations are selected.