McMEETING DEMO

I. What is McMeeting?

McMeeting is a simple but extremely useful program. It maintains the weekly schedules of fixed obligations for up to one hundred colleagues. It is specifically designed for academic departments, where members have set obligations (classes, office hours, labs, and so on) every week, but it can also be used in any organization whose members have important fixed obligations. It is ideal for both secretaries and administrators. Used under Multifinder or placed in the Apple Menu Items folder under System 7.x, McMeeting is always available to check the schedules of colleagues or to determine when a particular group of colleagues--from two to the whole department--can meet together.

II. Using McMeeting.

Detailed information on how to use McMeeting is found in the program, accessed through the Help menu. The Add Colleague command, in the McMeeting menu, cues you for the name of a colleague and then presents a window with a weekly schedule of half-hour blocks. Click in the blocks of time during which the colleague has fixed obligations. When the schedule is complete, close the window using the close box in the upper left corner of the window. The Remove Colleague command deletes the name and schedule of a colleague who is on leave or who is no longer a member of the department. The Edit Schedule command allows you to access the weekly schedule of each colleague for whom a schedule exists. And, finally, the Set Meeting command allows you to select a group of colleagues--or all of the colleagues--and find out what blocks of time are available for a meeting of those colleagues.

III. The McMeeting Demo.

This demonstration version is limited to a total of five colleagues; several have been entered already, but you can remove them and insert your own colleagues and schedules. All other aspects of the demo are fully-functioning. To order the full version, which handles up to 100 colleagues, send a check or money order for $35.00 to: Seasonal Software, P.O. Box 81, Crozet, VA 22932. It will make your life--and your secretary's life--a lot easier.

IV. Installing the McMeeting Demo.

McMeeting requires System 6.7 or later. It has been tested on virtually all Macintoshes, from elderly SEs to Quadra 700s. If you are not running System 7.x, the file "Meeting.DATA" must be in the same folder in which the McMeeting Demo resides. If you are running System 7.0 or later, you can run the McMeeting Demo application from the Desktop or from the Apple Menu folder--but you must drag the file "Meeting.DATA" into the Preferences folder of your System Folder.