Modify a Meeting

Posted on June 30, 2026 by Smaheine

On Archipad Cloud and Archipad App, you can modify a Meeting.

The **Date** field is a mandatory field and cannot be deleted.

What you need to know:

1. If you delete the date and exit this field, the previous value will be restored.

2. You can fill in the **Date** field either manually or by selecting it.

The **Meeting Subject** field is a free text field and modifications are allowed.

The **Region** field of the Meeting is not mandatory and the value can be selected either on Archipad Cloud or on Archipad App.

What you need to know:

1. If you assign a Region to a Meeting, you will no longer be able to modify it.

2. When a Meeting is associated with a Region, the generated Report will only concern Unclassified Plans and Plans from that Region.

The **Meeting Phase** field is a fixed list with a Default value.

You have the option to manage the attendance of your Contacts.

Archipad Web

Each Meeting has two buttons:

Buttons	Action
Observations	Provides access to the Observations menu
Remarks	Provides access to the Remarks menu

Archipad App

Each Meeting has two buttons:

Buttons	Action
Observations on Plans	Provides access to the Observations on Plans menu
Remarks	Provides access to the Remarks menu
Forms	Provides access to the Forms menu