Abstract: Formal meetings are a universal form of group interaction required in all types of organisations. Such meetings typically have the following features: meetings are driven by an agenda, involve a chairperson and secretary and require minutes to be generated to summarise the meeting and yield actions to be carried out by participants. The agenda and minutes are the formal documents that are the important foundation of these meetings. Methods for creating, archiving, accessing, retrieving, manipulating and distributing these and other types of documents for a meeting provide great scope for study on the highly relevant Web platform. Very little work has been done with regard to formal meeting documents and the Web, one of the few examples being that of Raikundalia (1997, 1998).