

# Meetings Management

Scheduling, Notes & Task Assignments



# Making Meetings Productive

Meetings! Love them or hate them, there are always notes to process, tasks to assign and deliverable to document at their conclusion. Several different cloud-based tools can significantly enhance the process of managing meetings, making it more engaging and accessible to schedule them quickly, capture great notes and get deliverables done.

Finding times that work for everyone on your team to meet can be challenging. The first step to overcoming this is sharing your Outlook or Google Calendars with each other. You can decide what level of details to show colleagues - if you want they can see the names of the meetings, or just see "busy" and know that you're not available.

Taking it one step further, you can use the "Find a Time" feature in Google Calendar once you've added your guest and you will be able to easily find a free space in common.

For example, you can use an AI transcription tool such as Otter so capture transcript of meeting notes. This tool also provides helpful summaries that can be appended to the transcript so that you can see, at a glance, what was covered.

Another simple way to keep track of meeting notes efficiently is to leverage the Google Calendar, Google Docs integration that allows you to click "Take Meeting Notes" in the calendar invite. This meeting document will automatically be appended to the calendar, and can be shared with all or some attendees.

Within either a Google Doc or MS Word doc, you can assign people specific tasks, or insert tasks lists. Imagine in your meeting notes document, being able to assign tasks and then with a simple Zapier integration, you can ensure that those tasks are created in your project management tool. Whether you use Trello, Asana, Click up or any other cloud-based project management tool, chances are you can create tasks directly from your meeting notes.

