



TrackMeet

**Orchestrating Enterprise
Meeting Minutes and Action Items!**

Want to **Save Hours Preparing for Meetings?**

?	A Word Processor User <i>(An employee at a large financial services firm in New York City.)</i>	A TrackMeet User <i>(Any TrackMeet user.)</i>	TIME SAVED
How do you prepare to take notes for a meeting?	For new meetings I create a Word file of 1-2 pages, with tables and multiple headings... depending on the meeting, it can take me 45 minutes or more.	I open TrackMeet, enter a few details, and I'm ready to go.	c. 45 minutes
How about follow-up meetings?	For subsequent meetings I update the first file, using information people have emailed me, which can take me 3 hours or more... it's really a pain, especially when I have to constantly revise my entries in between meetings.	TrackMeet organizes my minutes for me, carrying open items forward from previous meetings.	c. 3 hours
What about different types of meetings?	I usually make up different Word documents for them – again, another 30 minutes or more.	TrackMeet allows me to record minutes for Marketing, IT, HR and the management meetings all in one place. It takes seconds to create a new type.	c. 30 minutes
What about different meeting topics?	Well, that makes things a little complicated if I have not accounted for them in my tables when I created them... I usually add each item and then reorganize them after the meeting is completed... maybe 40 minutes or so...	With TrackMeet, I enter my minutes, assign them a topic in any order, and when I finalize my Minutes, they are automatically reorganized by topic. Adding new topics on-the-fly is a snap.	c. 40 minutes
How do you keep track of the meeting action items?	If an action item is identified in a meeting it is up to each person to follow up. If they don't we would have to scan through past minutes to identify the items.	TrackMeet treats actions different from other items. Open action items are carried forward on each set of minutes until closed.	c. 2 hours