MeetingKing

MeetingKing iPad

Manual

1 — Last update: 2015/02/06

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What is MeetingKing?

Meeting documentation and facilitation tool

MeetingKing helps you have better meetings by making it easy to:

- prepare a **meeting agenda**
- write **professional meeting minutes**
- manage all your **meeting tasks**

Task and project management application

Meetings, tasks and projects all belong together. MeetingKing makes it easy to get a comprehensive overview of your **projects and departments** and efficiently manage your (team) tasks.

What do I use it for?

- Use it **alone** or as a **collaboration** tool
- Use it for **face-to-face** meetings or for **virtual meetings** in combination with Webex, GotoMeeting, Join.me or other service.

Who is it for?

MeetingKing is used by all kinds of individuals and organizations all over the world. Our users include:

- businesses
- consultants
- schools and churches
- restaurant and hotel chains
- retail chains
- government organizations
- clubs

We are here to help!

If you have any question, a suggestion or other feedback, please do not hesitate to **contact us**.
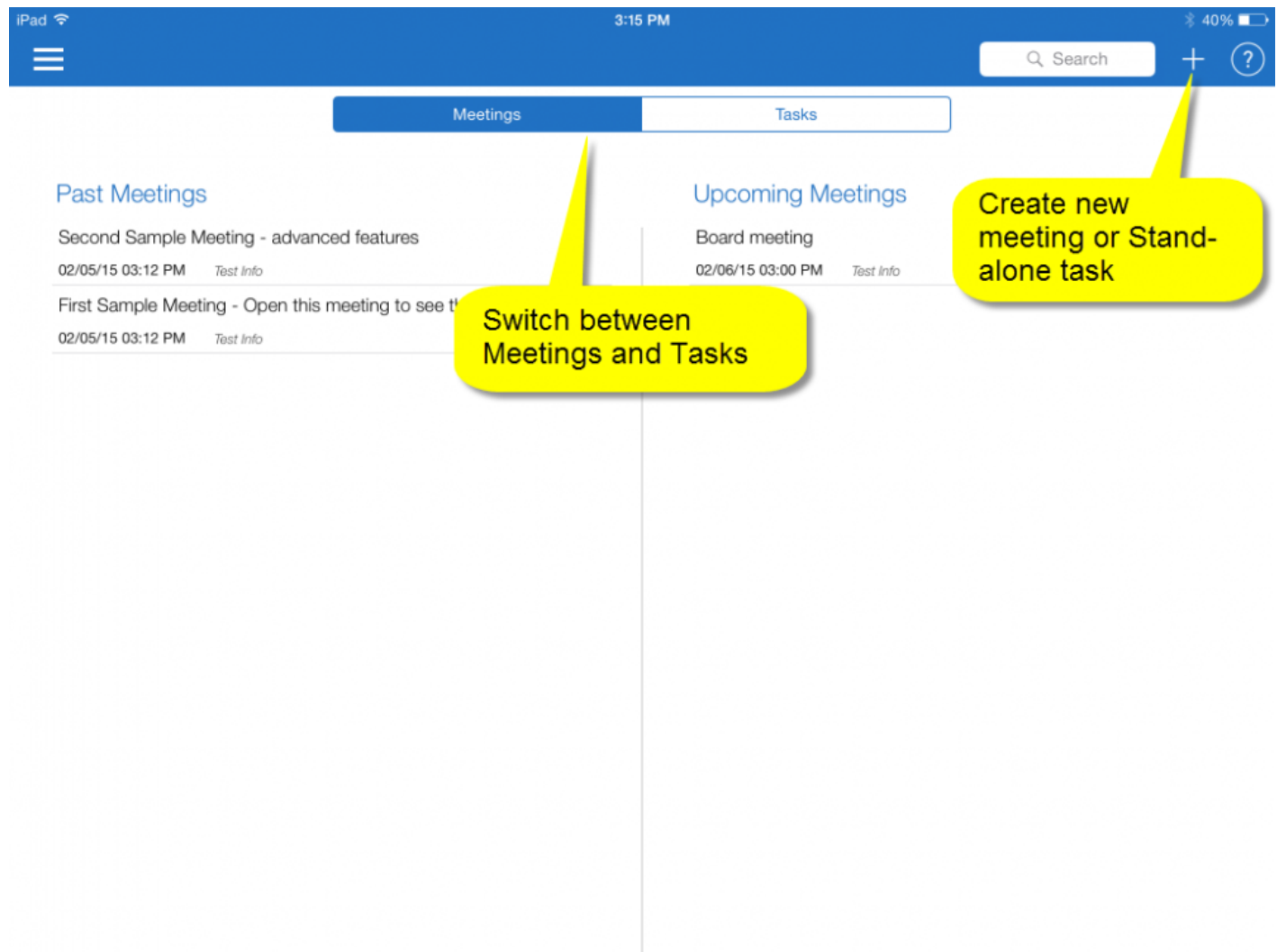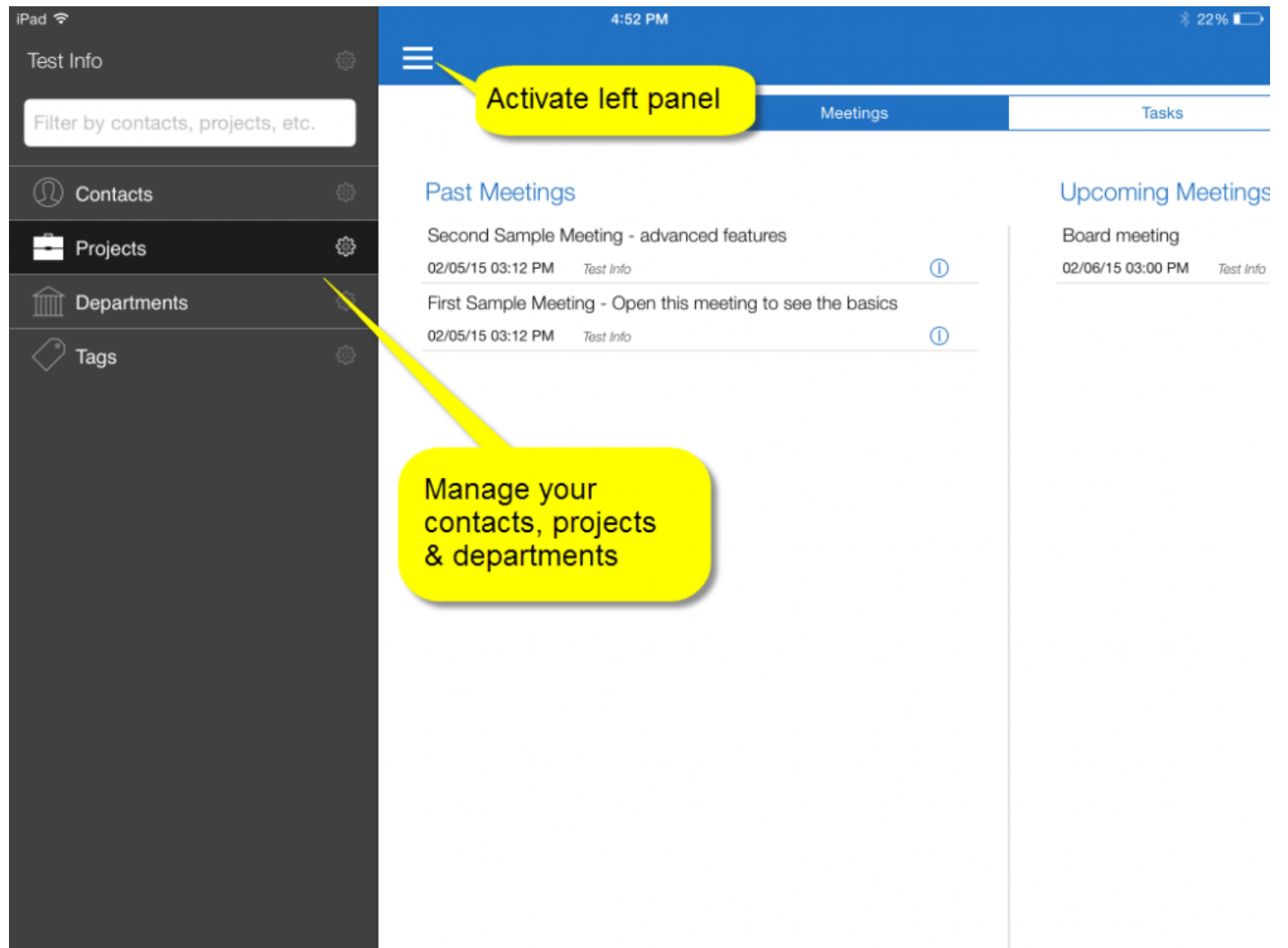
Thank you,

The MeetingKing Team

Main navigation

The main navigation is very simple. There are two dimensions:

- At the top you can switch between your meetings and tasks
- On the left slide out menu you can manage contacts, projects, departments and tags

iPad 🛜   4:52 PM   ⚇ 22% 🔋

Test Info   ⚙

Filter by contacts, projects, etc.

Ⓛ Contacts   ⚙

💼 Projects   ⚙

🏛 Departments   ⚙

🏷 Tags   ⚙

Activate left panel

Meetings | Tasks

Past Meetings

Second Sample Meeting - advanced features

02/05/15 03:12 PM   *Test Info*   ⓘ

First Sample Meeting - Open this meeting to see the basics

02/05/15 03:12 PM   *Test Info*   ⓘ

Upcoming Meetings

Board meeting

02/06/15 03:00 PM   *Test Info*

**Manage your contacts, projects & departments**

Agenda & notes

In MeetingKing you create your agenda and write your notes for your meeting minutes in the same work space.

At the top of the page are all the meeting details: title, participants, date, time and location. Below that is the space to write your agenda, make your notes and assign (meeting) tasks.

Navigating the meeting space
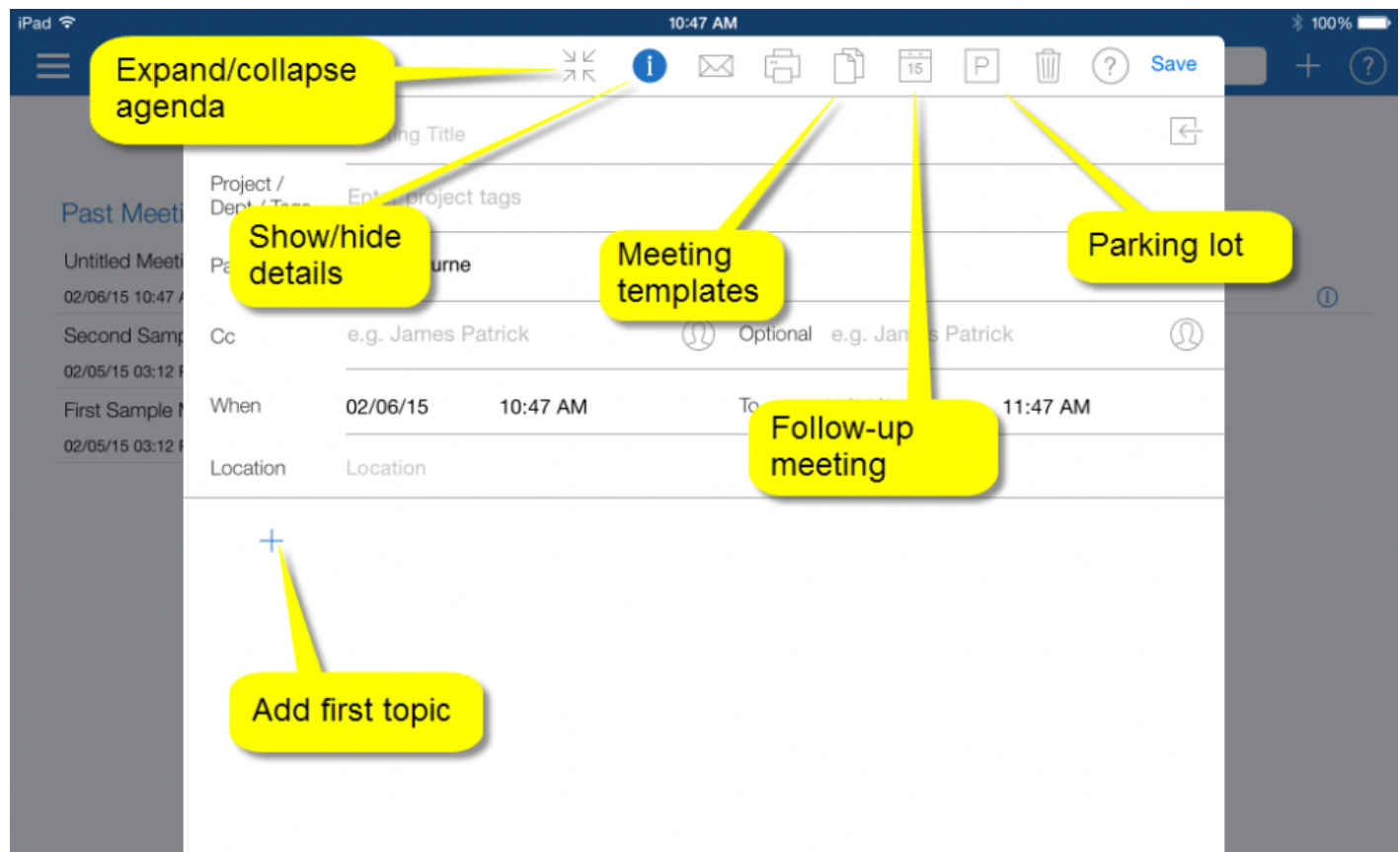
Agenda and note taking area

MeetingKing helps you to structure your meetings, quickly record important information, write down decisions and assign tasks in the same space. Ideally you set your agenda before the meeting, but you can also make notes of your unprepared ad-hoc meeting.

You type your text in the entry box and save the information as a:

- Topic
- Subtopic
- Note
- Decision
- Task

You can also attach photos (of the whiteboard for example) and even make private notes.
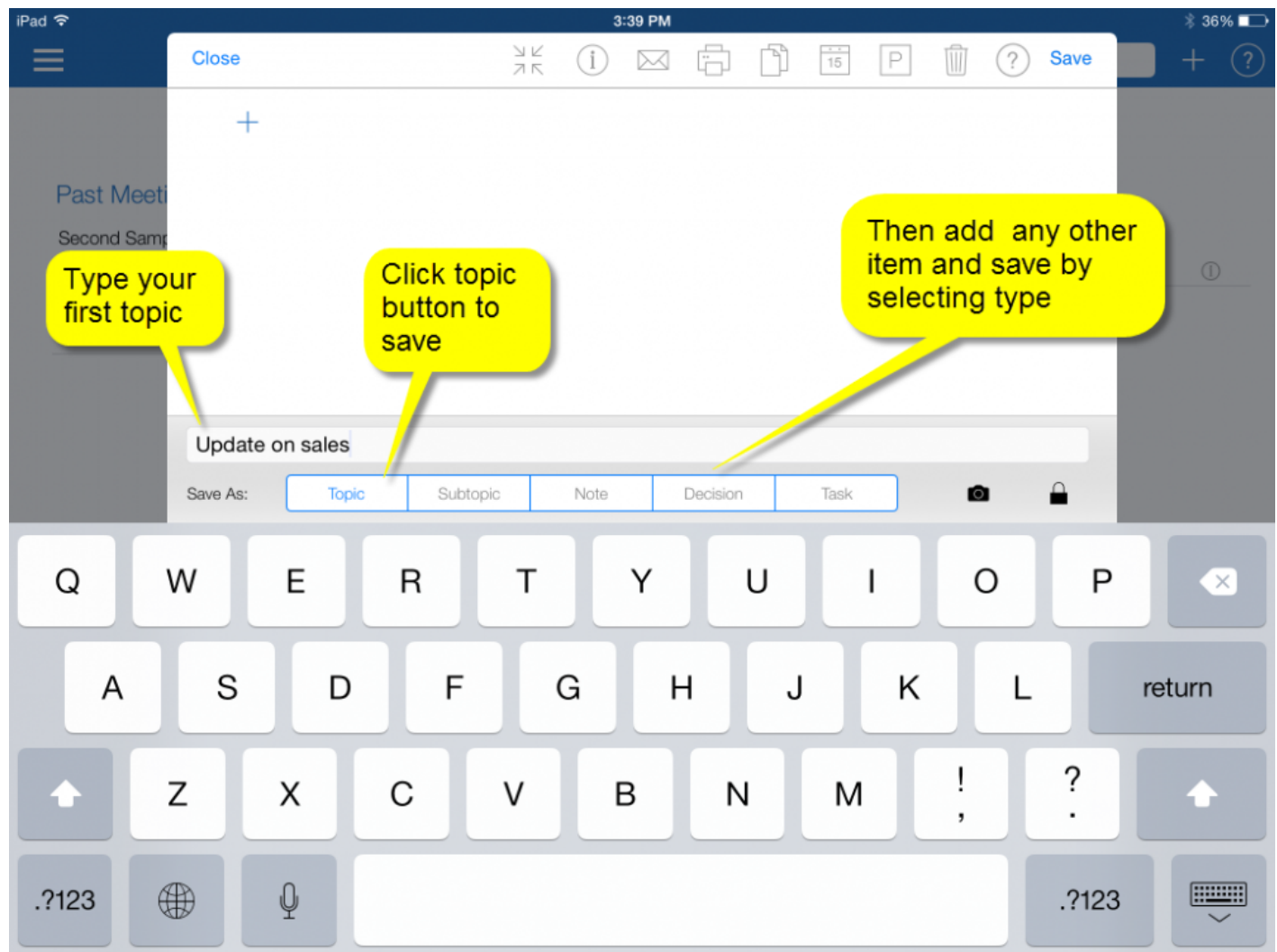
Your first item has to be a topic.
p(banner important). You can only attach photos to Notes, Decisions & Tasks (and comments).

Setting agenda

In the note taking area you always **have to start with a topic**. It should be clear what you are talking about.

There are two ways to create your agenda:

- Type topics and create an agenda from scratch
- Load a template

Agenda and minutes templates

Templates save you a lot of time. You can choose from various standard templates and you can easily create your own. You can also load multiple templates and you can always move, add and delete topics.
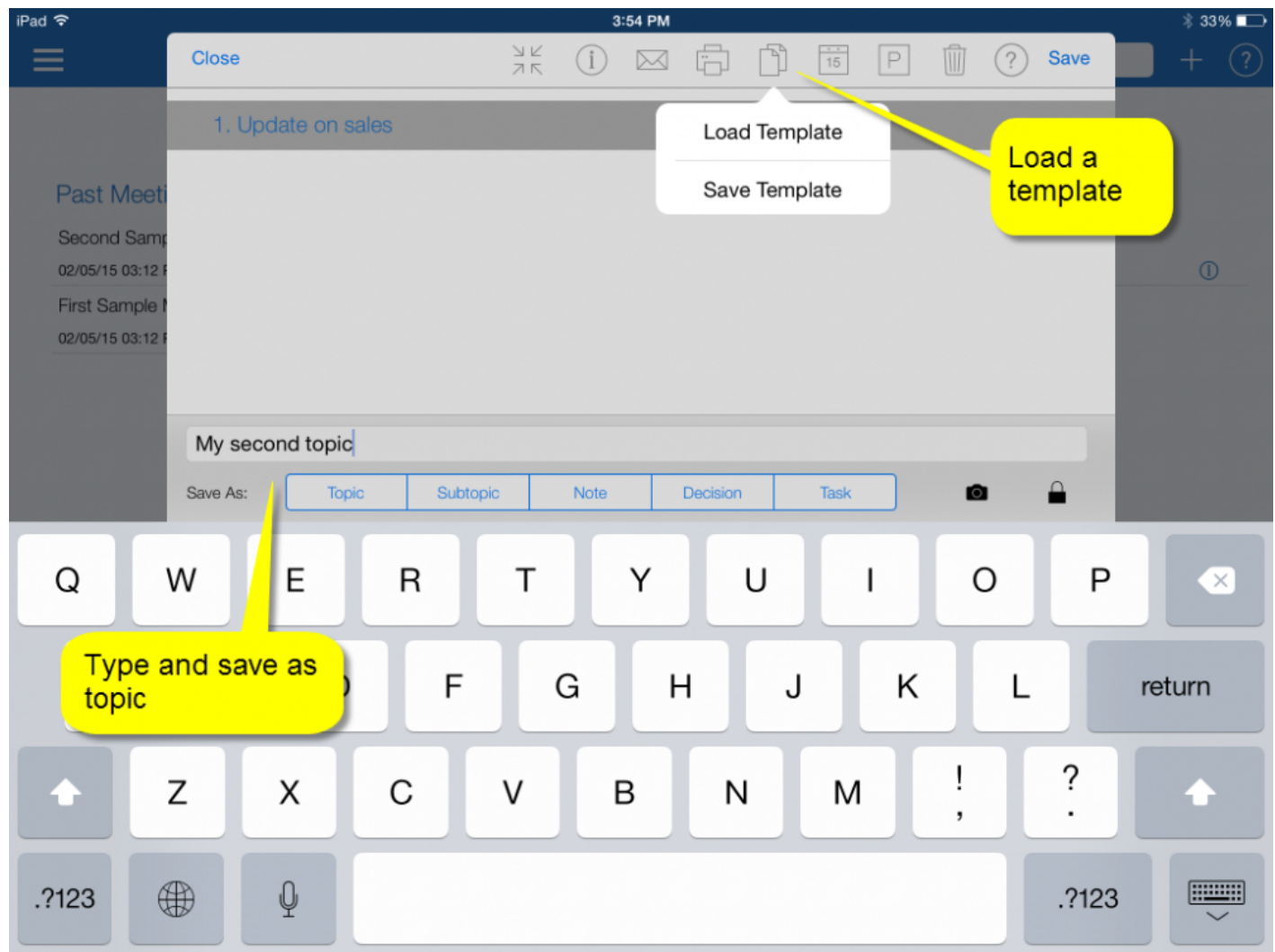
Moving topics

To move a topic (or any other item) **touch and hold** the topic or item and when you let go you can select **Pick**. Then you touch and hold the topic you want to move it too and select **Drop**.

Writing notes & minutes

The philosophy is that you write down **short** bullets of what was discussed and the tasks that were assigned and no long stories. MeetingKing will format your short notes into nice minutes and add tasks to the task manager (and emails the tasks to the owner).

Adding items

Type your text and click one of the buttons to save the item and move on to the next. (Note: the Enter key does not save the item).
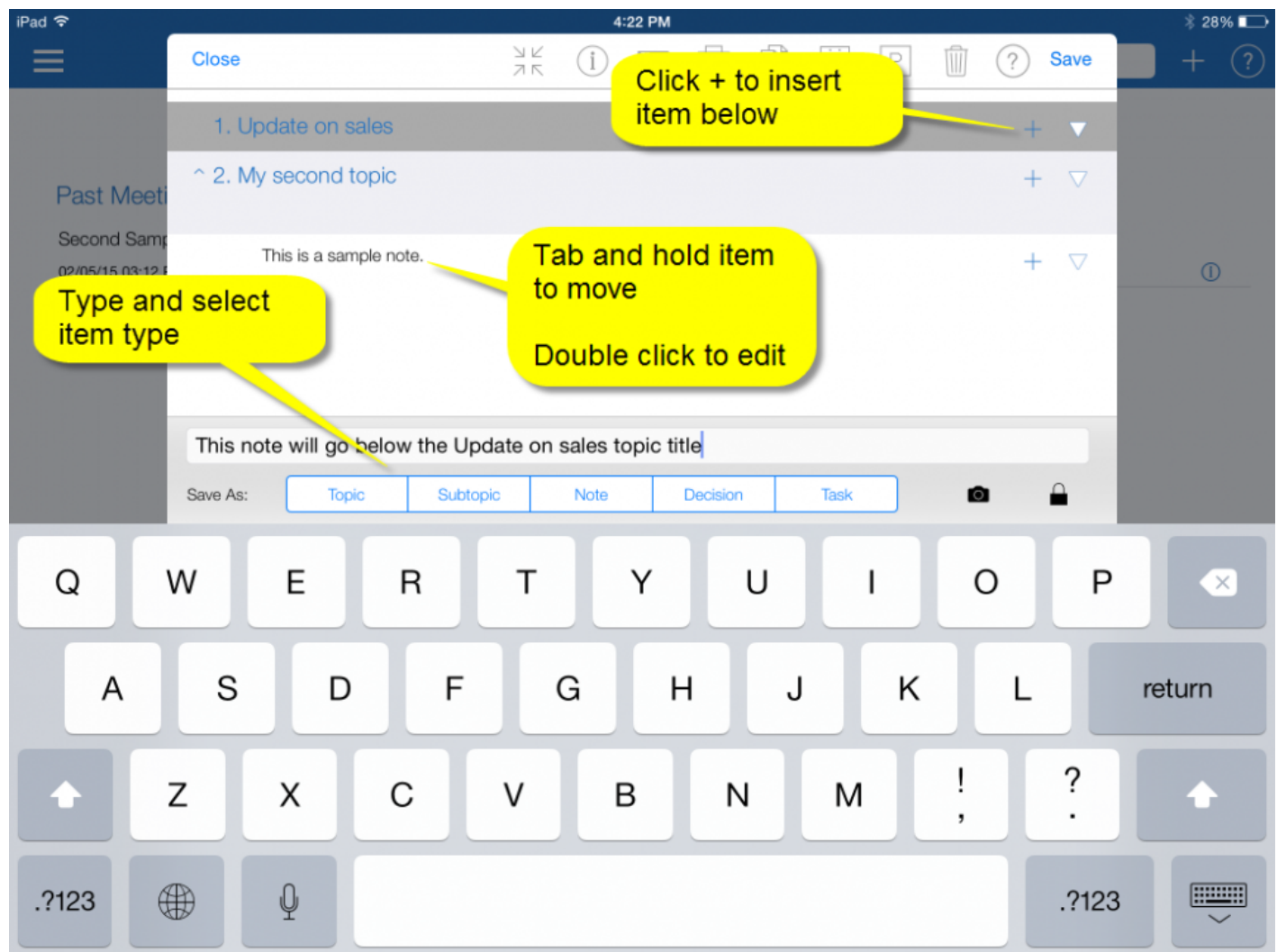
With notes, decisions and tasks you can attach a photo (whiteboard, the team, etc) and you can make private notes by clicking the lock icon.

To assign a task click on the "Unassigned" link under the task title. This will [open the task detail window](#) and you can add an owner, set due date etc.

Edit an item

To edit an existing item just double click it.

Move an item

To move an item tap and hold the item and when you let go you can select Pick. Then you tap and hold the item you want to move it too and select Drop.

Insert an item

To insert and item, just click the plus sign on the right of the item under which you want to insert a new item. Your new item will be inserted below the one with the gray background.

Delete an item

To delete an item click the menu icon at the right and select delete

If you delete a topic or subtopic, everything that is part of that (sub)topic will be deleted as well. If you only want to delete the topic title, just double click it save it as a note and then delete it.

Sharing and emailing agenda & minutes

MeetingKing is the perfect personal assistant. You write short notes and MeetingKing will change those into great looking agenda and minutes documents.

MeetingKing can even copy the meeting title, participants, date, time and location from your **Outlook** or **Google Calendar** request and you can link MeetingKing with your Google Calendar. [More in the help file of the web application](#).

At the top of the meeting work space you can select the email or print button. If the time of the meeting is in the future, MeetingKing will create an agenda document, if the time is in the past it will create a minutes document.
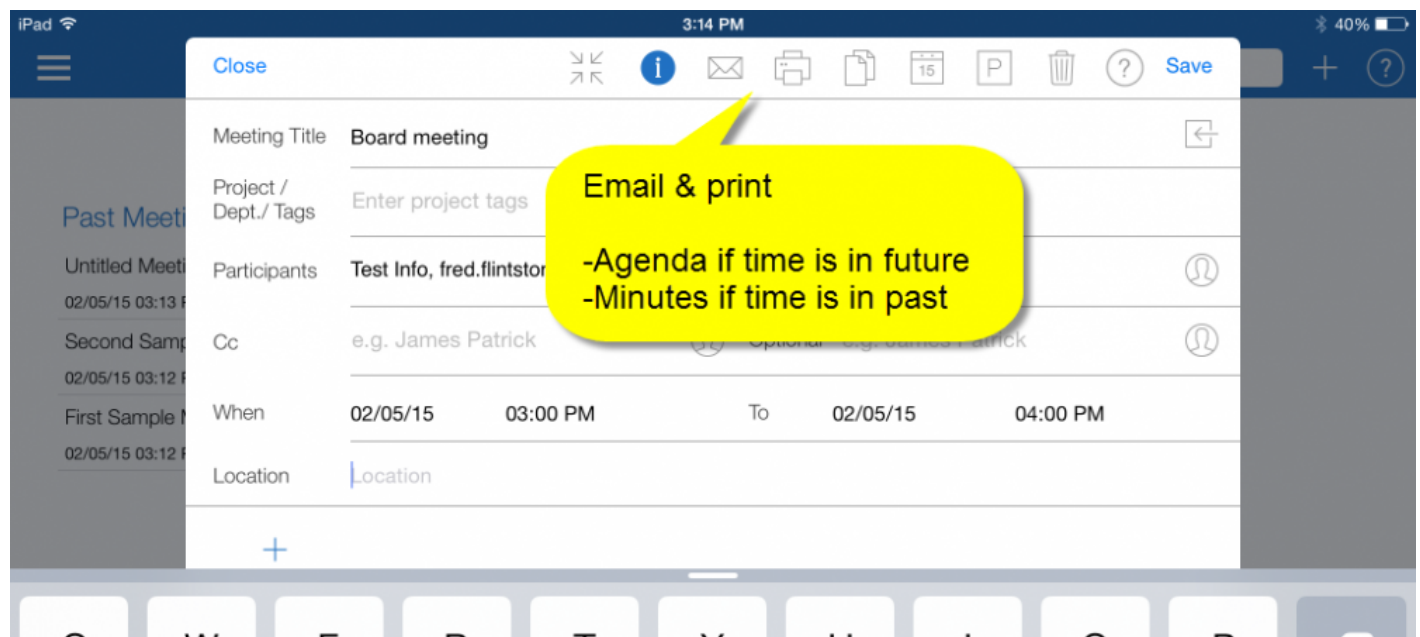
Here is an example of meeting minutes created with MeetingKing.

Minutes of Management team meeting - Feb 04

Date and time:	Feb 04 11:00 am to: Feb 04 12:00 pm
Organizer:	wilma flintstone
Participants:	ome joop, James Bond, Jason Bourne
Location:	Conference room 1st floor
Access meeting at:	http://app.meetingking.com/meetings/102153

Topics

1. Update on sales

Sales were 25% above budget. See detailed report.

📎 Q3_sales.xlsx

☐ **Task** Prepare budget for 2015.
Owned by **James Bond** due **Oct 29**

2. Marketing campaigns

Campaign in US for new widget was great success.

Decision *We need to develop campaigns for UK and Germany*

☐ **Task** Find marketing agency in Europe for widget campaign.
Owned by **wilma flintstone** due **Oct 29**

3. HR issues

☐ **Task** Find new plant manager in Taiwan.j
Owned by **James Bond** due **Oct 31**

Task Summary

New Tasks

☐ **Task** Prepare budget for 2015.
Owned by **James Bond** due **Oct 29**

☐ **Task** Find marketing agency in Europe for widget campaign.
Owned by **wilma flintstone** due **Oct 29**

Managing tasks

Meetings lead to tasks, so you need an effective way to manage those tasks. MeetingKing includes a complete task manager. Tasks are presented in three columns:

- Ideas (tasks that do not have a due date)
- To dos (tasks with a due date)
- Completed

To open an task just click on it and you can update any of the details.
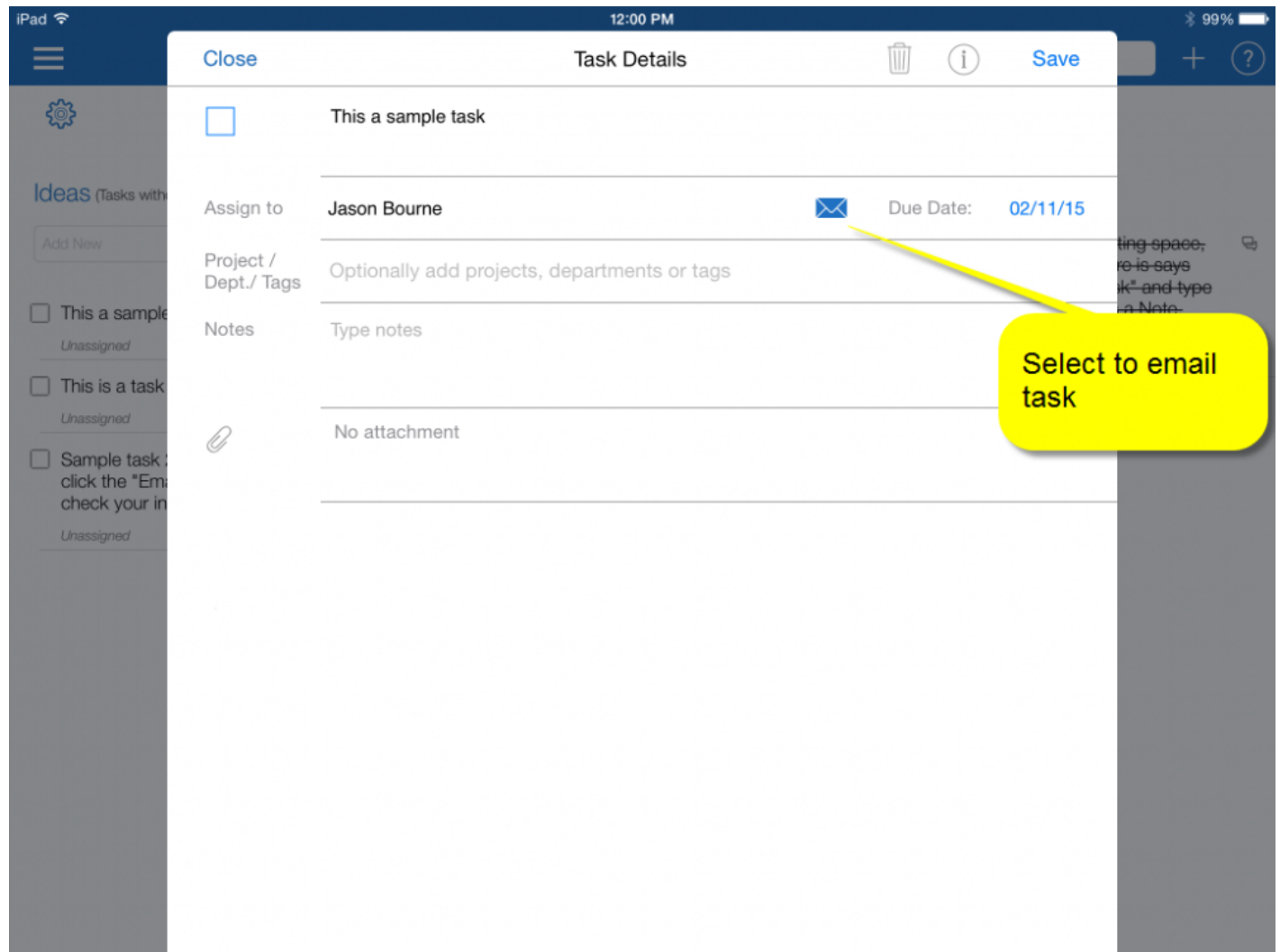
You can easily find all your tasks by selecting your name in the left panel (see next chapter).

Managing projects

If you have only one meeting a week and create very few tasks, there is no need to organize your information by project or department and feel free to skip this section. If, however, you manage a more complicated organization and work on various projects and with different departments, MeetingKing makes it easy to organize your information!

You can define:

- projects
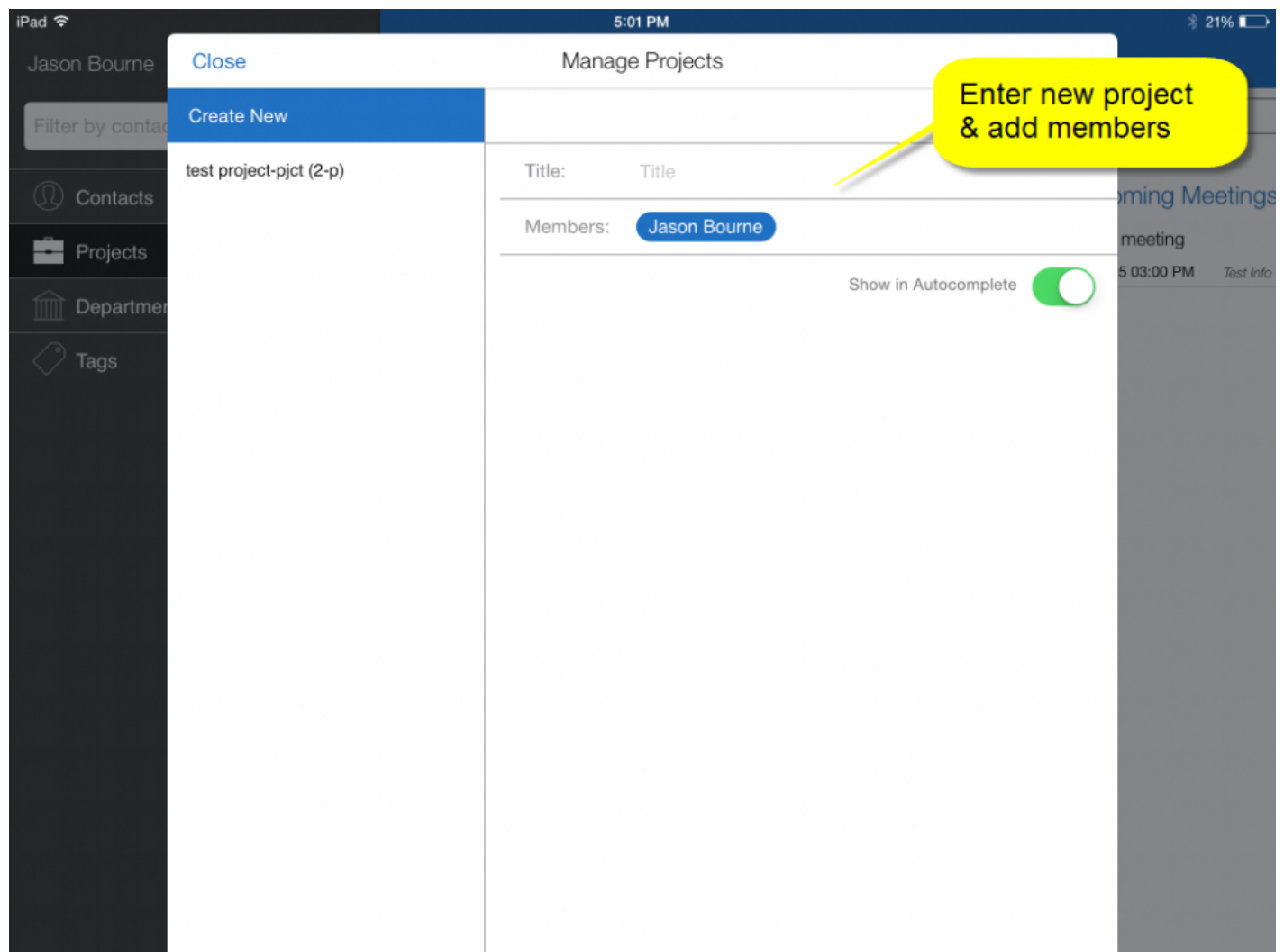- departments
- regular tags

By clicking on the menu icon in the main navigation bar you can open the left navigation panel that gives you access to your projects, departments and tags.
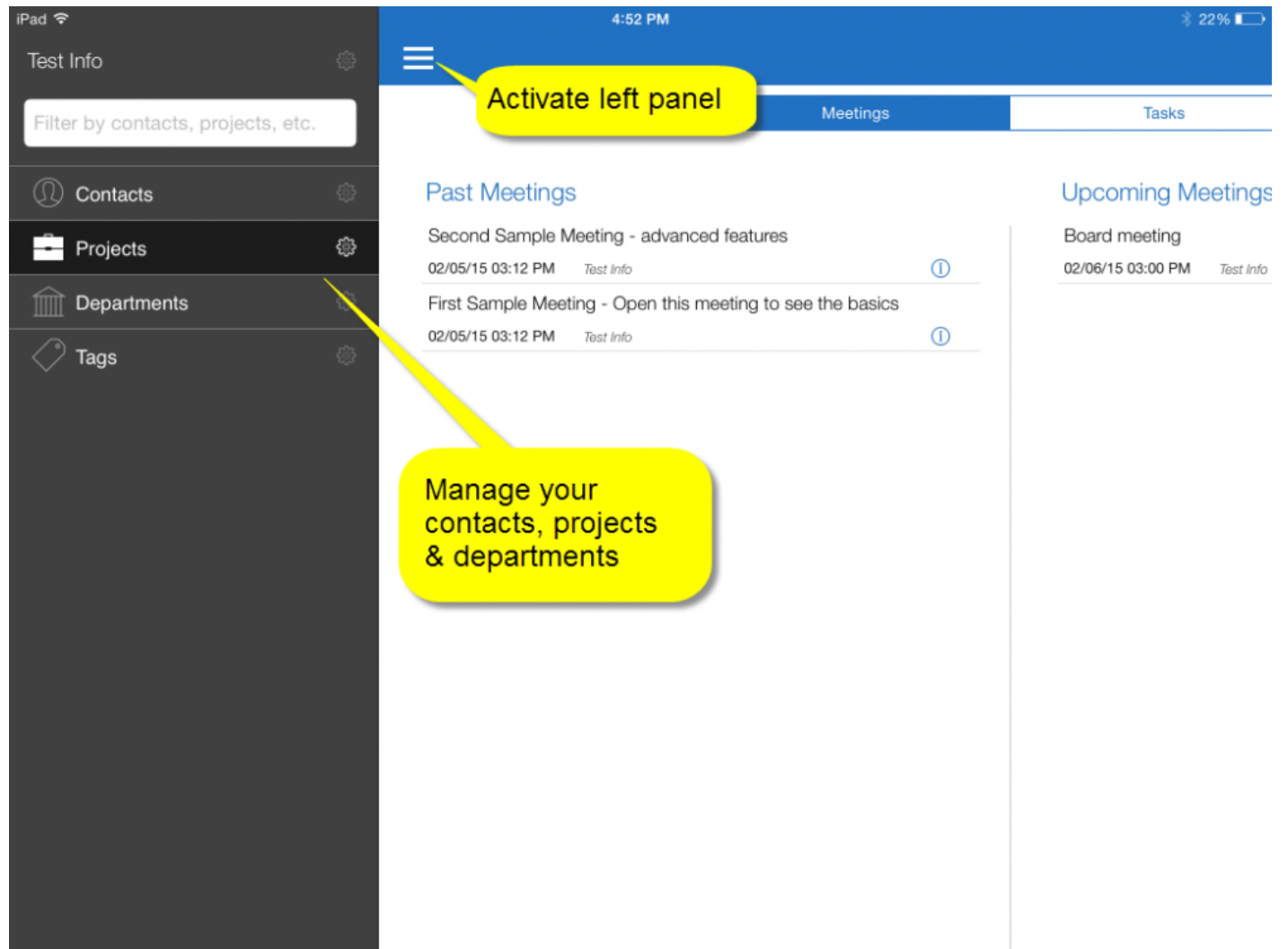
Creating projects, departments and tags

In the expanded left panel click the settings symbol for the category and you will get a pop-up to manage projects, departments or tags. Here you can also create new ones.

If you create a project or department you **have to add at least one additional member** to that project or department, otherwise you should make it a regular tag.

Difference between projects, departments and tags

Projects, departments and tags are very similar. The big difference is that **projects and departments have members** and regular tags do not.

Projects are have the letters **"pjct"** and the number of people associated with the project appended to the name and departments have the letters **"dept"** added to the name and the number of people in the department.

Tags – better than folders

Projects, Departments and Tags help you to categorize all your information. You can use tags for:

- lists
- a specific area in a bigger project
- if you have a bigger task that requires sub-tasks, you can create a tag to combine all tasks together
- to separate work and private tasks
- etc.

Traditional task and project management tools often work with folders. Tagging is similar but the big advantage of tagging is that you can associate any item with multiple tags, projects or departments. For example a certain task may be related to **project "Launch Widget"** and be relevant for the **"Marketing" department**.

Powerful filtering

By selecting one or more projects, departments, tags and/or contacts, you can see only those meetings and tasks that have to do with those categories. Lets say you are opening a new restaurant in Amsterdam and you want to know all the marketing tasks that are still pending for that. Simply select your project "Restaurant Amsterdam" and the "Marketing" department.

The filter will show in the search box (where you can also type) and it shows in the main navigation bar so you can always easily see what you are looking at.

To remove a filter either delete them from the selection box in the left panel or tap and hold the filter at the top of the page and then delete.