MeetingKing

Manual

2 — Last update: September 26, 2014

MeetingKing

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Quick start guide

Quick overview video

MeetingKing in 4 minutes

What is MeetingKing?

1. Meeting facilitation and documentation 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**

Much easier and faster than using Word, email, and a separate task manager.

2. Task and project management application

Meetings, tasks and projects all belong together. MeetingKing makes it really easy to get a comprehensive overview of your **projects and departments** and efficiently combines all your information.

When can I use it?

- 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
- (semi) government organizations

Read some of the success stories.

We are here to help!

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

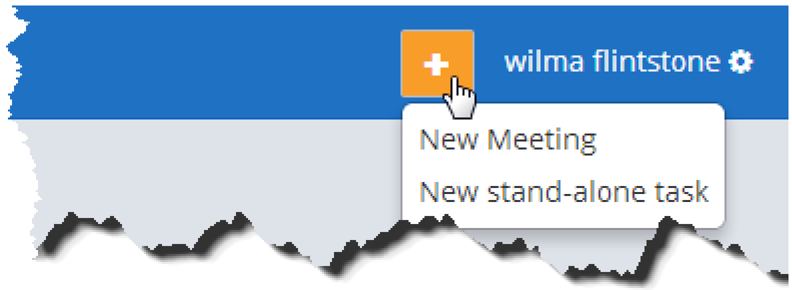
Thank you,

The MeetingKing Team

Next topic: Create new meeting for agenda and minutes —>

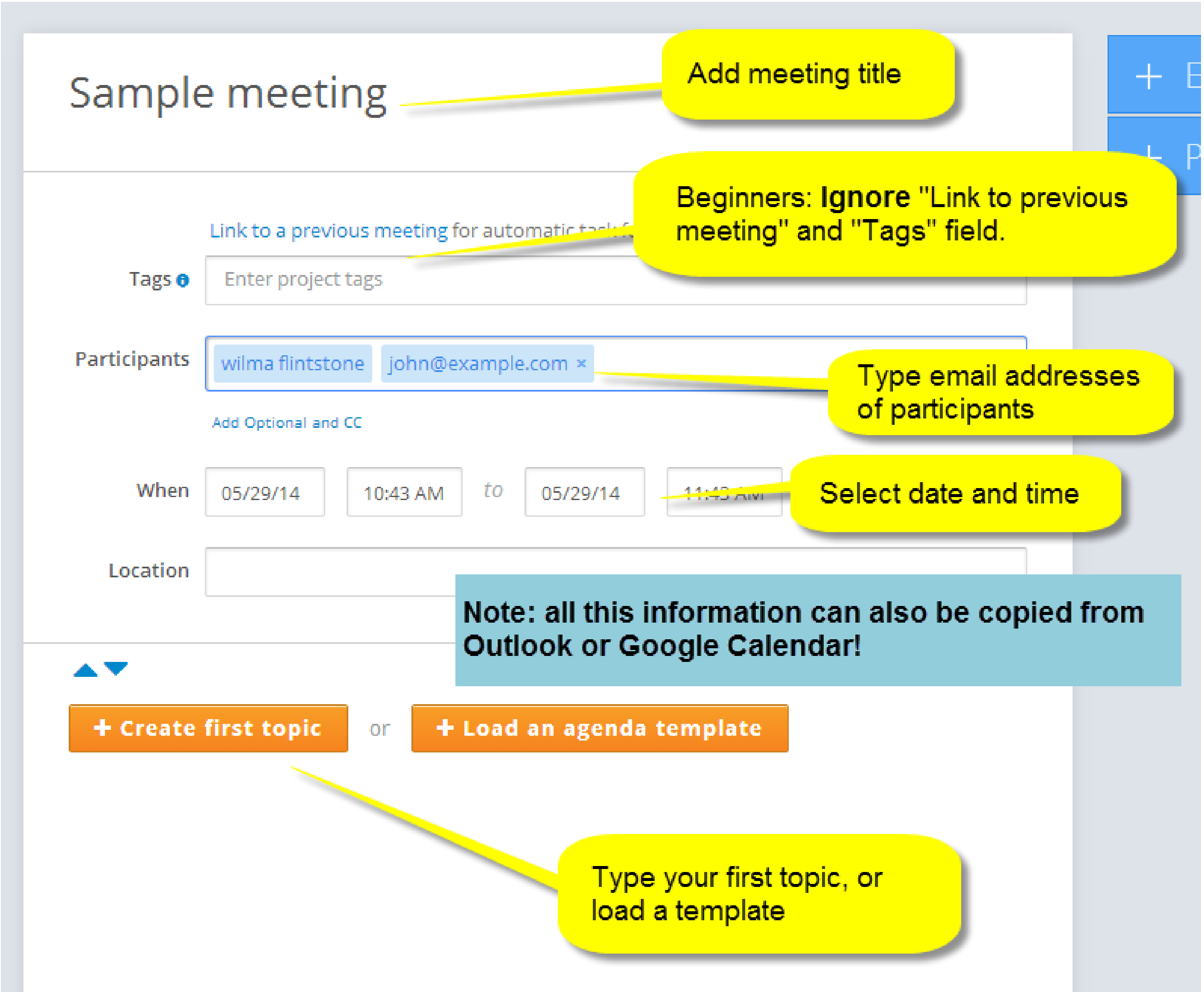
Create new meeting for agenda and minutes

New meeting



Click the button with the plus sign in the main navigation bar and select “New Meeting”.

This will create a new meeting document and all you have to do is complete the fields in the template and your agenda is ready. You can **collaborate** with the other meeting participants on the agenda, you can **add notes**, **assign tasks** and **share files**.



In addition to the orange button, there are a few more ways of creating a new meeting.

You can also create a meeting directly from Outlook or Google calendar. This way you do not have to enter the title, participants, date, time and location.

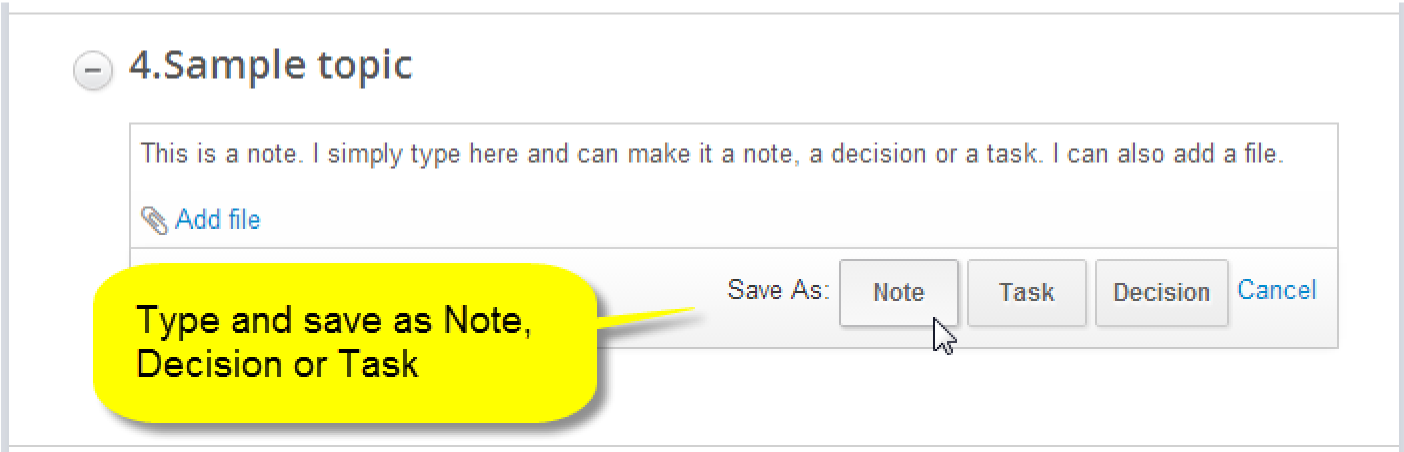
> Meeting **invitees do not need to have a MeetingKing account** for MeetingKing to be effective. You can use it simply as an easy way to create and distribute your agenda, to take notes and email the minutes and manage all your tasks.

See MeetingKing in action

Next topic: [Making notes and assigning tasks —>]

Making notes and assigning tasks

Under the each topic you can write notes, decisions and tasks. Simply type in the text box and click the [Note], [Decision] or [Task button]. You can also add attachments to each item.



Note: the **agenda** and **minutes** are created in the **same worksheet** and the print and email buttons will create an agenda document if the time of the meeting is in the future and a meeting minutes document if the time is in the past.

More detailed information on [creating a meeting agenda] and [writing meeting minutes] is available later in the manual.

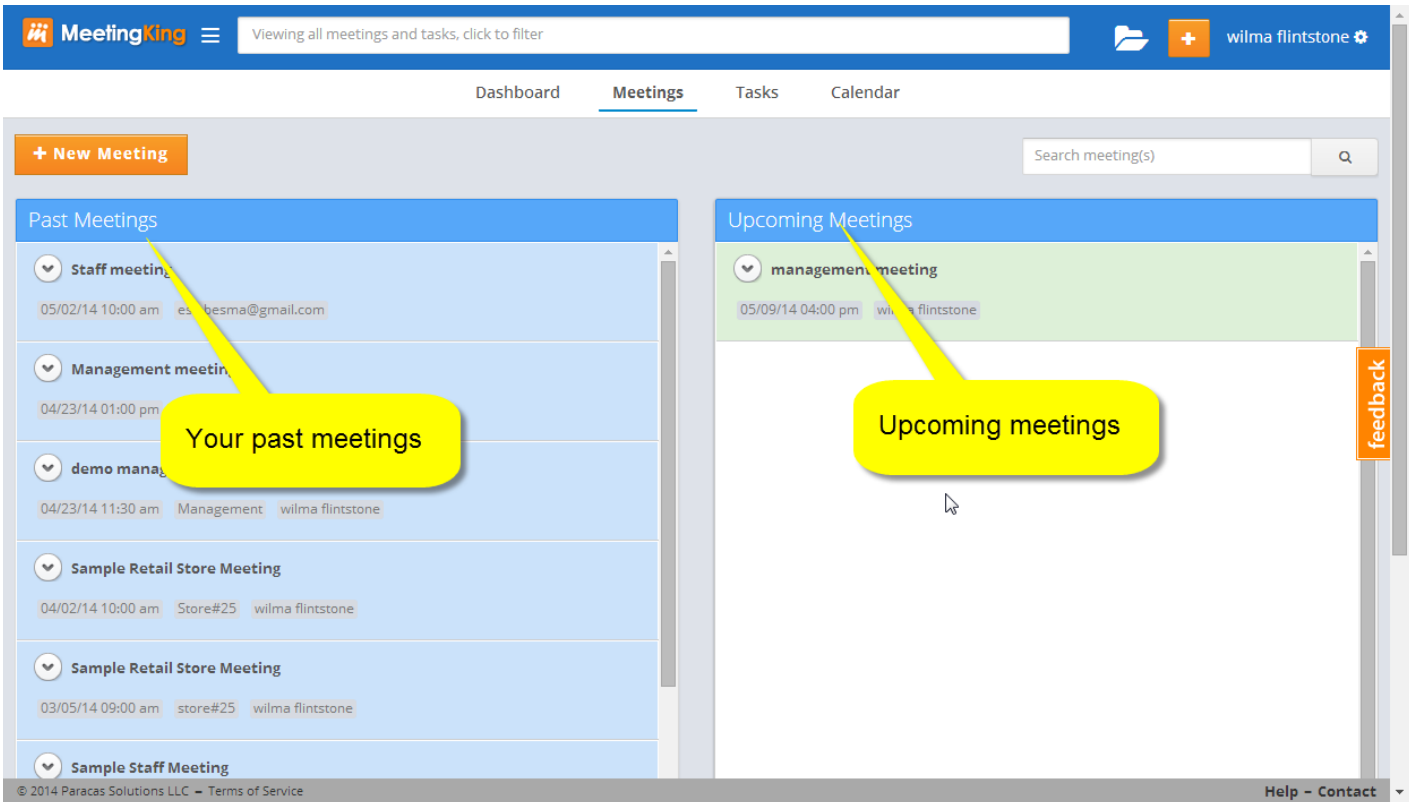
See MeetingKing in action

Next topic: Meetings overview —>

Meetings overview

The meetings view lists all your past meetings (blue background) in the left column and any upcoming meetings (green background) in the right column.

Your past meetings are sorted with the most recent meeting at the top and your future meetings are sorted the other way around with the first up-coming meeting at the top. This way you have easy access to your most recent meeting and your next meeting.



Under each meeting title you can see the date and time, projects/tags associated with the meeting and the name of the meeting organizer. When you click the arrow button in front of the meeting title you can see the agenda.

When you click on one of the tags or the name of the organizer under a meeting title, it will be added to the filter at the top of the page. This way you can quickly find all related meetings. This filter remains when you switch from meetings to tasks and to the calendar view.

You can open a meeting by simply clicking on the meeting title.

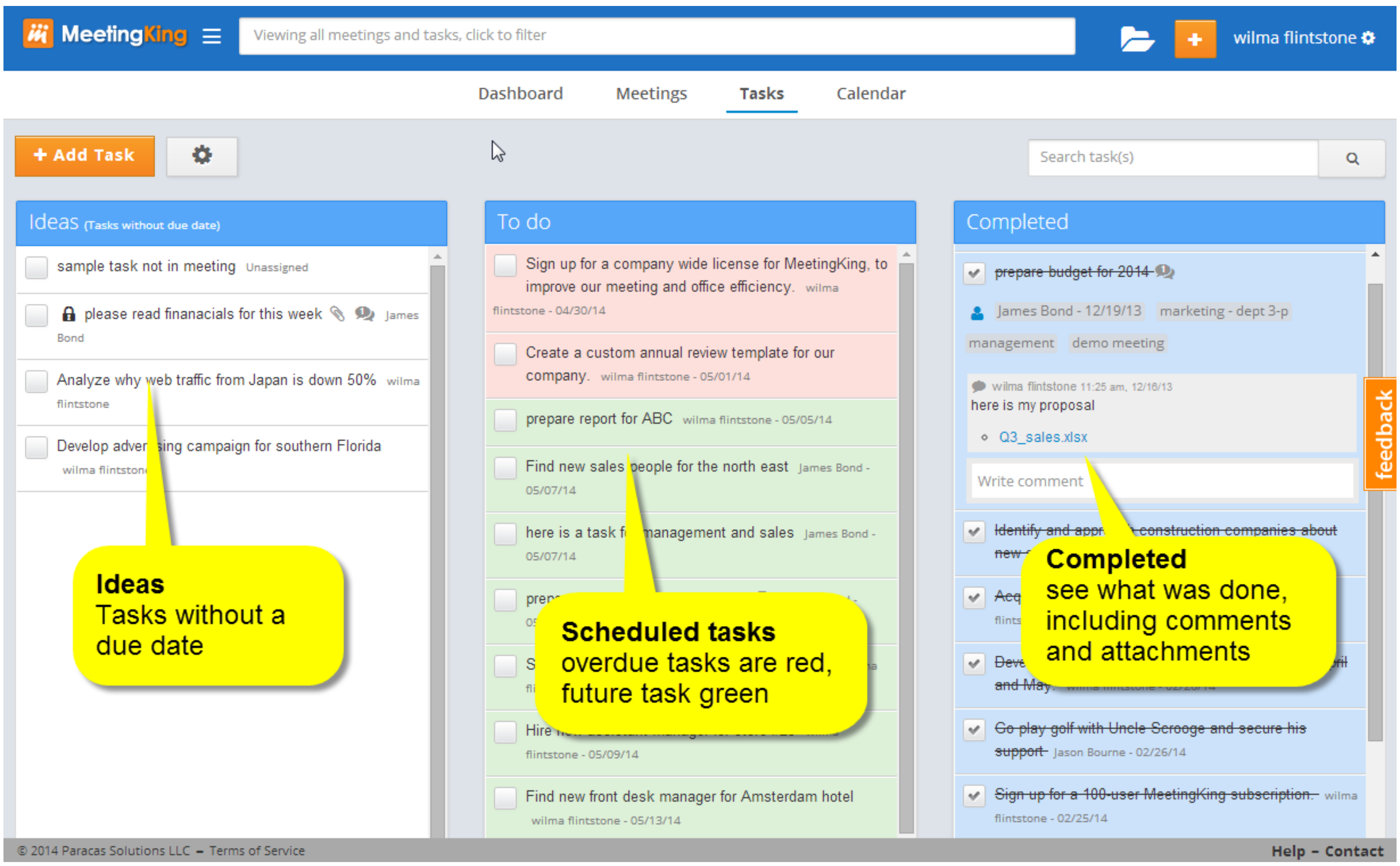
In addition to creating a new meeting through the button in the main navigation bar at the top of the page, you can also create new meetings on this Meetings overview page. When you click the “New Meeting” button, your new meeting will automatically get the tags that you have in the “Projects / Departments / Tags” filter that the top of the page.

Next topic: Task overview —>

Task overview

On the tasks page you see three columns with tasks:

- **Ideas** – tasks without a due date
- **To-do** – tasks that have a due date
- **Completed** – completed tasks. Very important because comments and attachments may include the requested info.



Ideas have a white background, overdue tasks are red, future tasks are green and completed tasks are blue.

Under each task you can see the due date, the owner, any projects / departments the tasks belongs to and tags associated with the task. If the task was created during a meeting, there is also a link to the meeting title to quickly find the context of the task.

When you click on one of the tags or the name of the task owner, it will be added to the filter at the top of the page. This way you can quickly find all related tasks. This filter remains when you switch from meetings to tasks and to the calendar view.

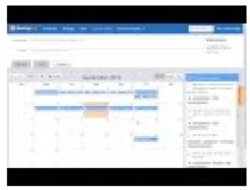
> You can also create new tasks on this Tasks page. When you click the “Add Task” button, the new task will automatically be part of the project / department and get the tags that you have in the “Projects / Departments / Tags” filter at the top of the page.
> This makes MeetingKing the easiest project management tool you have ever used.

Next topic: Calendar view —>

Calendar view

The calendar view is great to get a quick overview of what is going on and to plan your business.

Just like on the meetings and tasks pages you can look at everything or view only those meetings and tasks that have to do with a certain project, department or person.



Adding a new meeting or new task

To add a new meeting or task simply place your cursor on the date and time where you want to create it and click. Then you select Add Task or Add Meeting.

Changing the date and time

If you want to change the date and time of a meeting or the due date of a task simply click and hold the meeting or task in your calendar and drag it to another day.

Assigning a due date to Ideas (tasks without due date)

On the right of the calendar is the Ideas column. Ideas are tasks without a due date. If you want to add a date to an Idea (and thus turn it into a To Do), simply click and hold the task in the Ideas column and drag it onto your calendar.

More features

You can also view your Google Calendar in MeetingKing and turn Google Calendar events into MeetingKing meetings. Learn more

Next topic: Documenting your meetings —>

Documenting your meetings

Why should you document your meetings?

Meetings help to move an organization or a project forward, but often meetings turn out to be a waste of time. Having effective meetings, however, is not rocket science, just follow some simple rules:

- Be **prepared** – have an **agenda**
- Stay **focused** – stick to the agenda, stay on the time and place new unrelated topics in the Parking Lot
- **Document** your meeting – make notes and send **minutes** shortly after the meeting
- **Follow-up on tasks** – make sure things actually get done

We all know how it is supposed to be done, but juggling information in email messages, constantly updating a Word document for the agenda or minutes and managing a separate task list just takes too much time. As a result we often don't do this and continue to waste precious time and money.

Not anymore! MeetingKing makes it easy, from agenda preparation to task completion. You have a ready to use agenda template, you can turn short bullet-style notes into professional minutes and manage tasks while taking notes. You can use MeetingKing alone or as a true collaboration tool. Meeting invitees do not need a MeetingKing account for it to be effective.

Everyone will be impressed how effective your meetings are!

See how easy it is with MeetingKing

INSERT VIDEO (May 29 2014)

Next topic: Creating a new meeting —>

Creating a new meeting

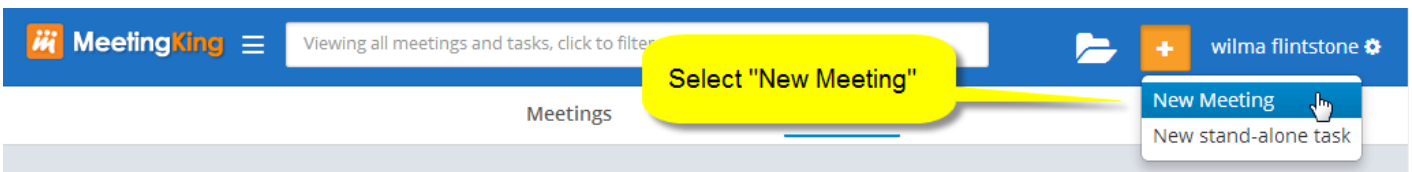
There are a few ways of creating a new meeting:

- directly in the application
- through Outlook, Google Calendar or iCal

1 Creating a new meeting in the application

1.1 From main navigation bar

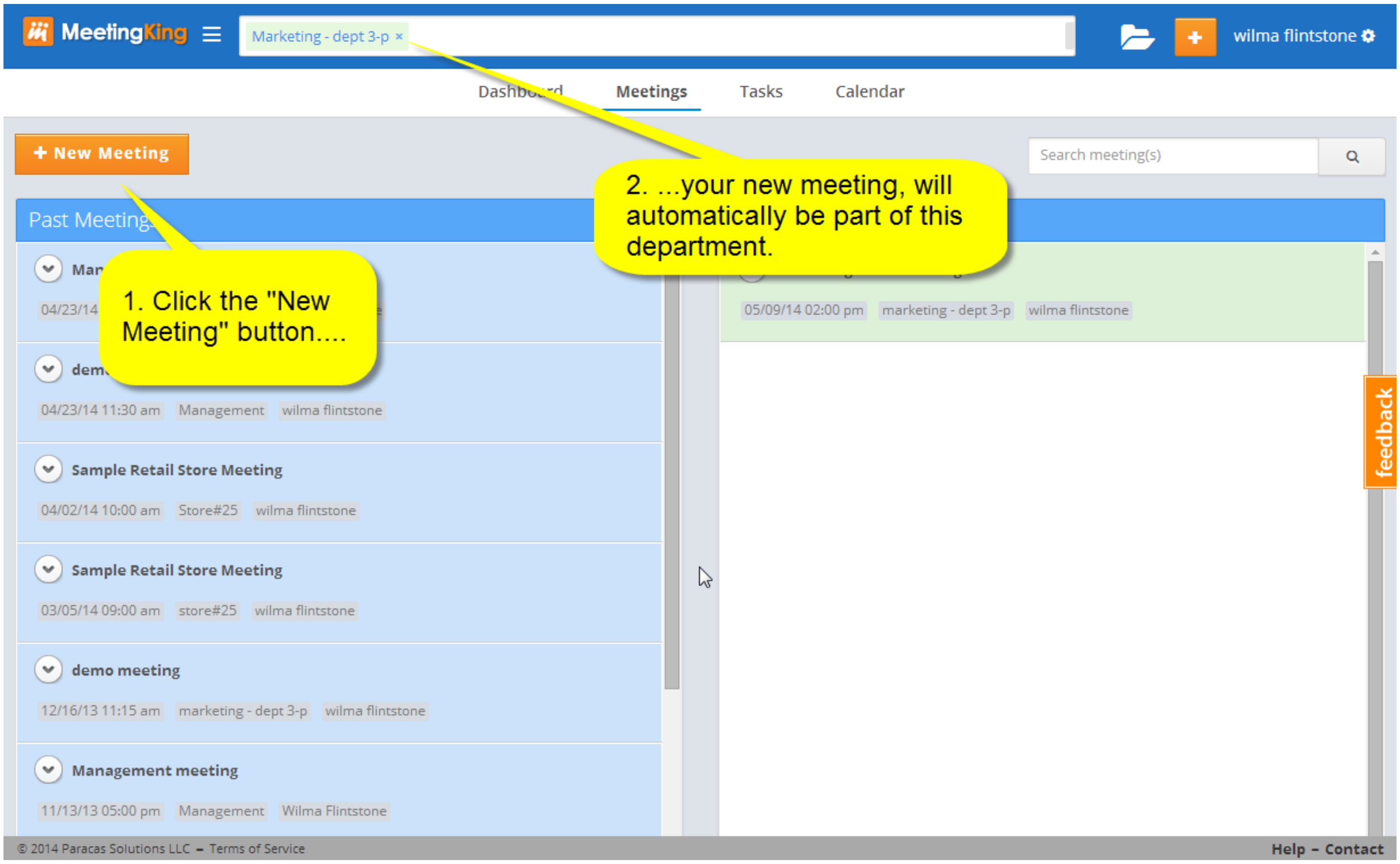
From anywhere in application you can create a new meeting from the main navigation bar. Just press the “Create new” button and you can start your meeting.



1.2 From Meetings overview page

You can also create a new meeting from your Meetings overview page. This is **very useful if you are managing a certain project or department** and you want to create a meeting related to that project or department.

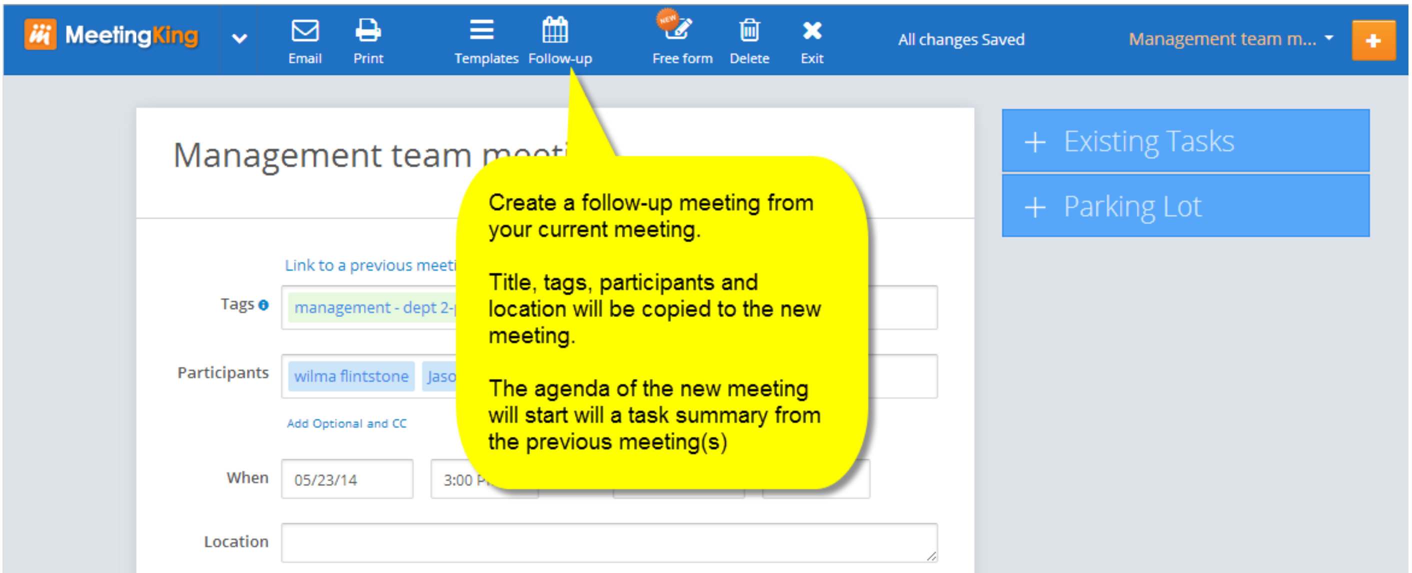
When you create a meeting here the new meeting will automatically get the tags that you have listed in the **Projects/tags** filter. This way you have a true project view.



1.3 From an existing meeting

You can also create a new **follow-up** meeting from an existing meeting. The title, list of participants, location and tags of your previous meeting will automatically be copied to you new meeting.

In addition **all your tasks from this meeting will be added to the agenda of your new meeting**. You will save time and nothing will fall through the cracks. Read more on follow-up meetings.



2 Creating a new meeting directly from Outlook, Google Calendar or iCal

You can also use your preferred calendar tool to create a new meeting in MeetingKing. Just create a meeting request in your calendar and add **schedule@meetingking.com** to the list of invitees. After you have sent the meeting request, MeetingKing will create a new meeting and copy:

- the meeting title
- the list of participants
- start and end date and time
- location

You, as organizer, will receive an email with a link to the meeting and it will show up in the list of meetings in your MeetingKing account. Now you can prepare the agenda and email the agenda with one click.

Read more on [how to create a meeting directly from Outlook, iCal or Google Calendar](#).

[Meeting agenda —>](#)

Meeting agenda

A good meeting starts with an agenda. If you and the other participants are not prepared, your meeting will turn out to be a waste of time.

Compare preparing your meeting, with studying for an exam; If you don't spend time preparing yourself for the exam you will fail. Meetings are the same, with one huge difference; preparing a good agenda with MeetingKing takes very little time and effort.

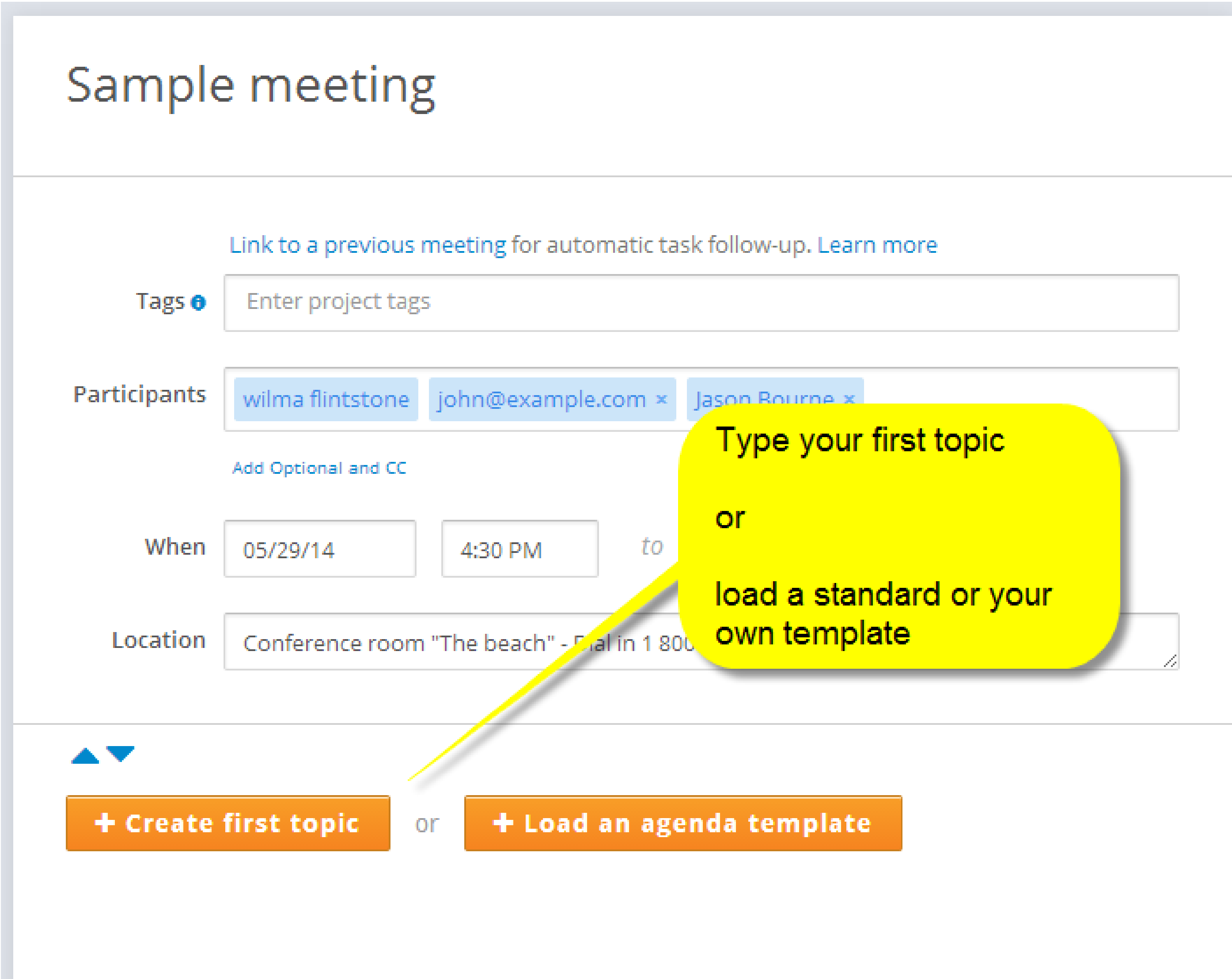
MeetingKing is already **effective if only the organizer has a MeetingKing account**. When you email the agenda, all recipients will receive a complete document. Invitees can access and contribute to your meetings with a a **FREE** account.

When you create a new meeting you get a meeting worksheet. Here you add the information for your agenda AND minutes. The print and email buttons will create an agenda document if the time of the meeting is in the future and a meeting minutes document if the time is in the past.

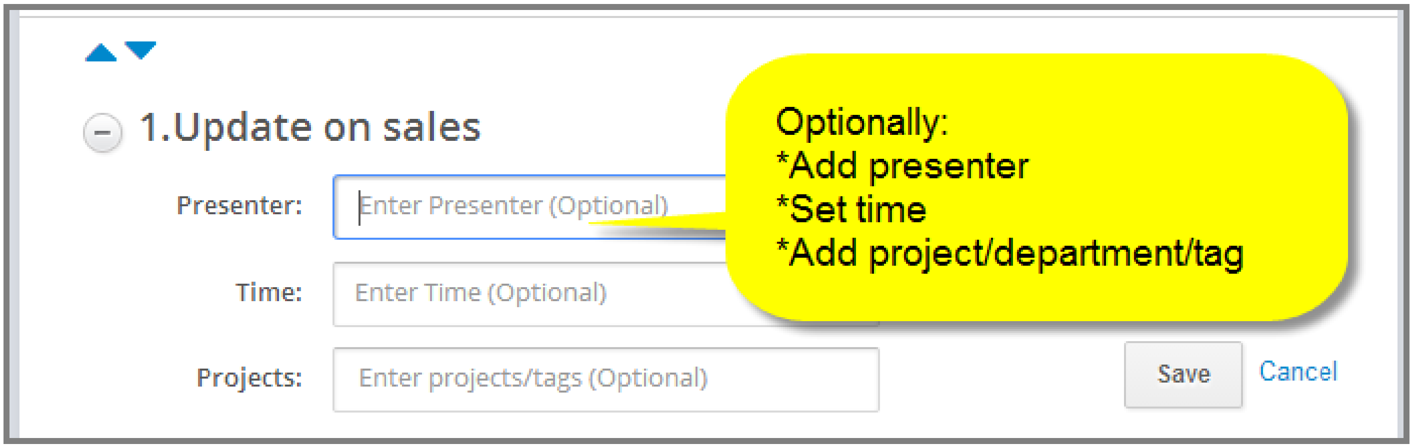
A video on how to create an agenda is in the main section **Documenting your meetings**

Adding topics

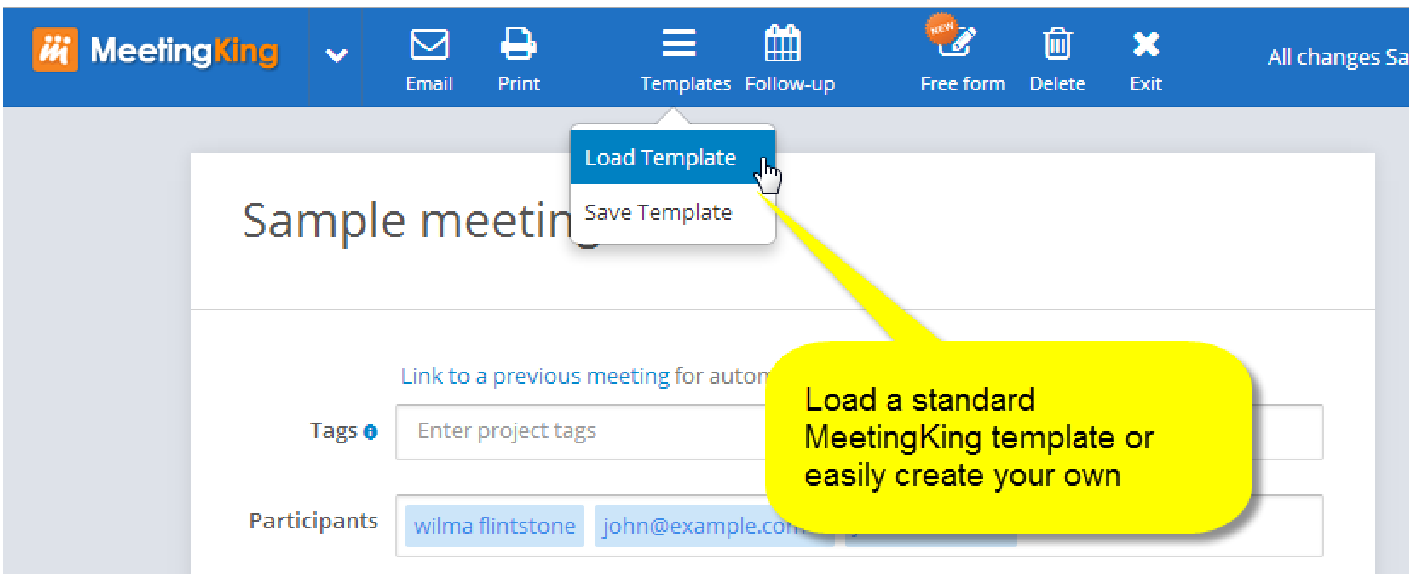
In your meeting you simply click the **Add Topic** button to add a new topic.



Type the topic title and optionally you can add a presenter and/or time allotted. You also have the possibility to create subtopics under your main topics.



To make it even easier you can also load an agenda template. You have a choice of standard MeetingKing templates and you can easily create your own. [Read more on meeting templates](#).



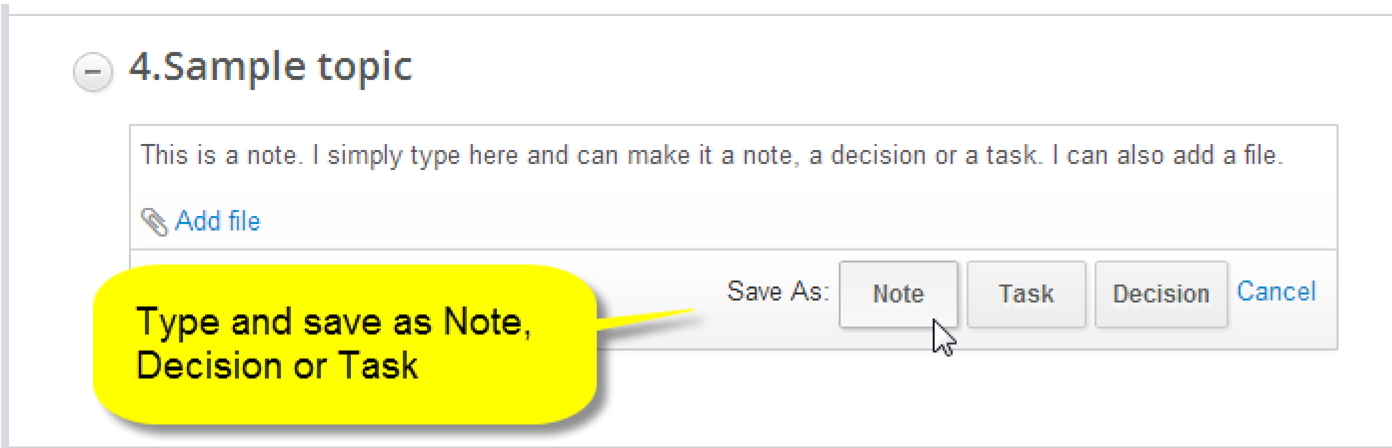
Change the sequence of topics

You can simply change the sequence by dragging and dropping your topic in a different spot. The topic numbers will automatically be updated.

You can use the same drag and drop functionality to [move any topics to and from your parking lot](#).

Adding notes, tasks and files to your agenda

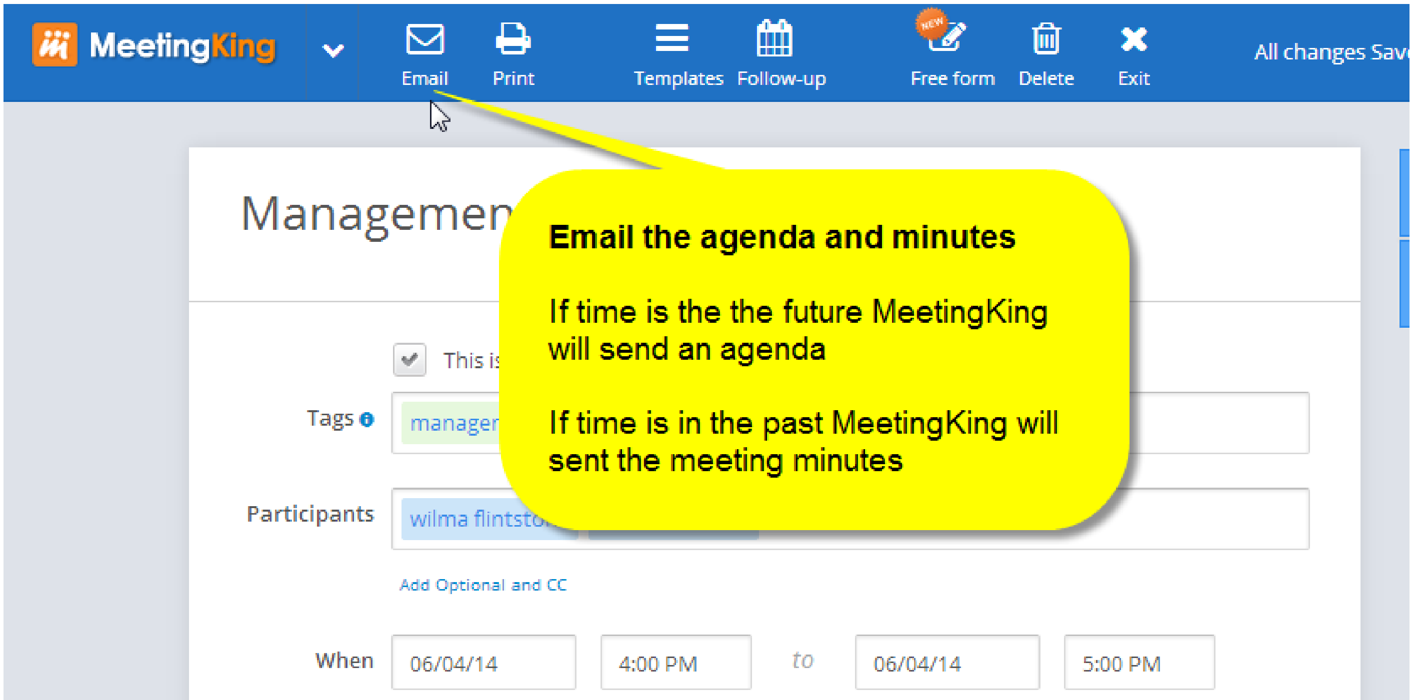
To make sure everyone is well prepared for your meeting you can add notes and even tasks under each topic. You can also attach files to these notes and tasks. This way everyone will always have access to the most recent version of the agenda and the accompanying files. No more hunting for the latest email, no more updating of the Word doc and resending it to all participants.



Note: you can also make private notes for yourself right in the agenda and note taking area. [More on private notes](#).

Emailing the agenda

Once you are happy with your agenda you can click the email agenda button. This will send the agenda to all participants and all information will be in the body of the email message and in an attached PDF file. So even if the invitees don't have a MeetingKing account you will be much more efficient.



Next topic: [Meeting minutes —>]

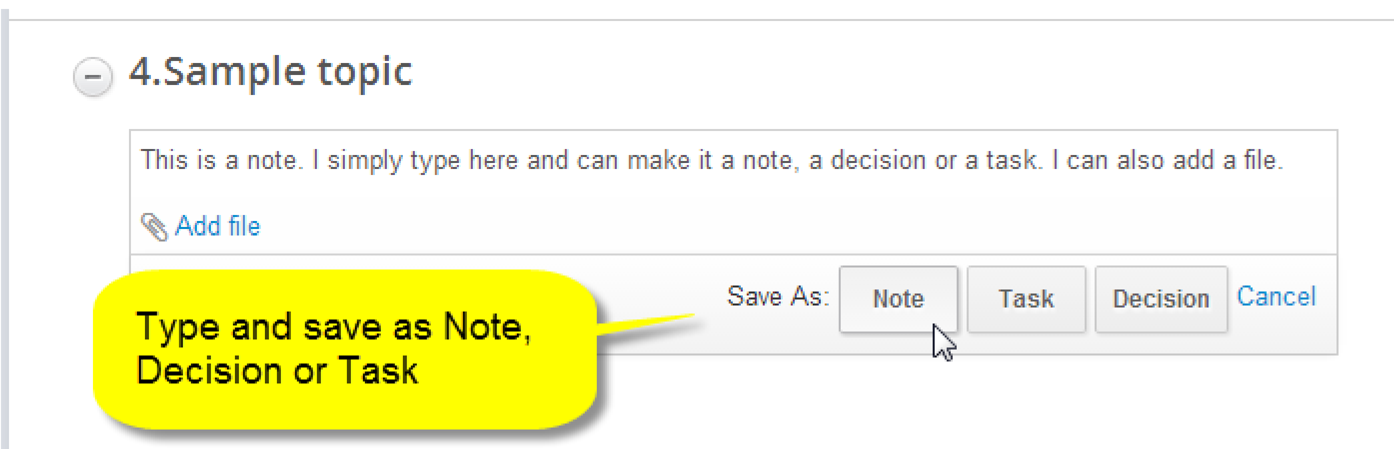
Meeting minutes

Often we don't write minutes, because it takes so much time. MeetingKing makes its fast and easy. Recipients will be impressed with the documents you create.

Your meeting working space is the same for your agenda and for your meeting notes. In your meeting worksheet, where you already prepared your agenda, you simply write down short bullets under a topic and save them as a:

- **Note**
- **Decision**
- **Task**

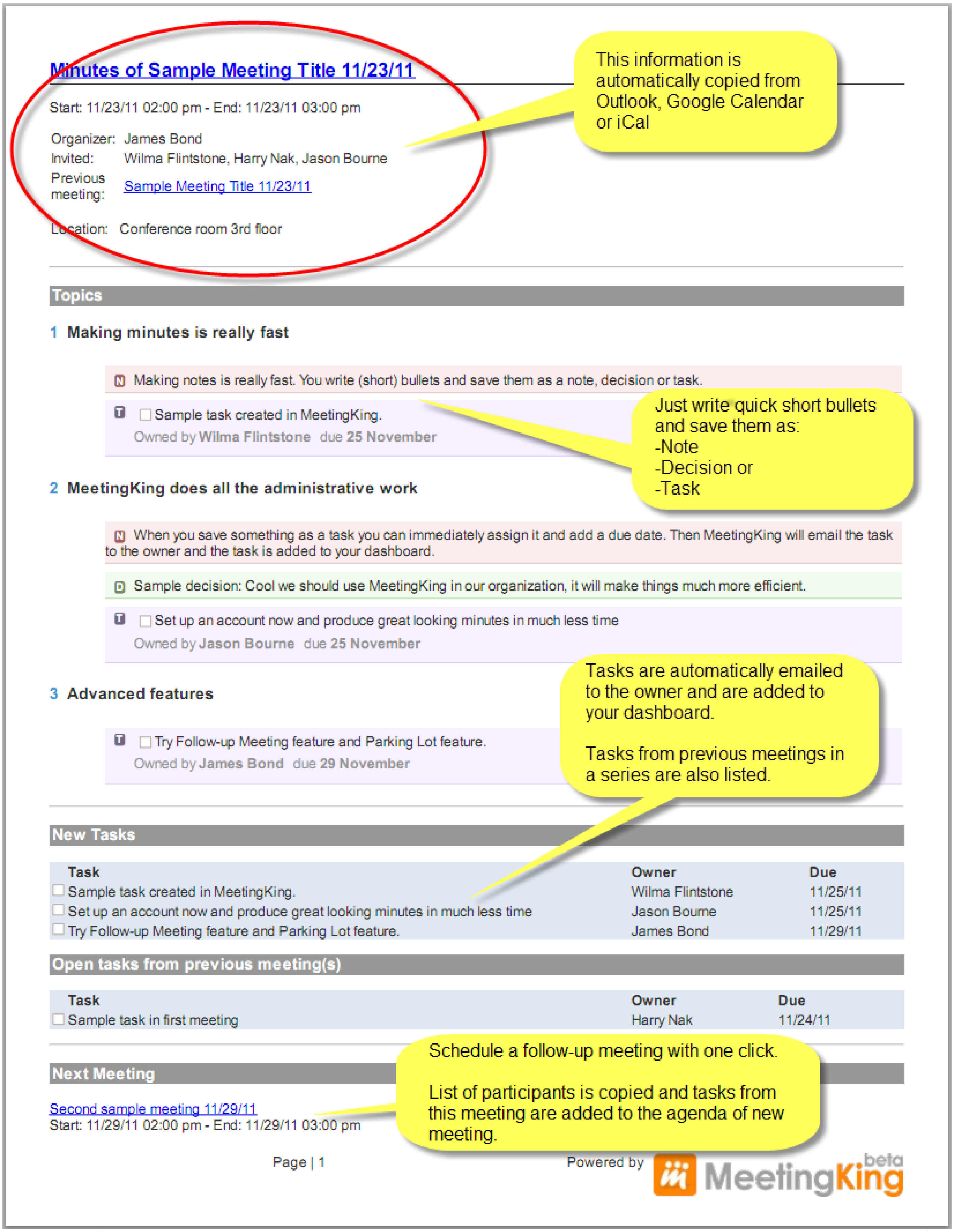
Obviously if you have an improvised meeting and no agenda you can simply add topics and subtopics as you go.



Since your meeting worksheet already has the title, list of participants, date, time, location and the list of topics there is no need anymore to write that down.

Printing and emailing your meeting minutes

And when you are ready with your notes (usually immediately after the meeting), you can print and email professionally formatted meeting minutes with one click. No need to create a new email message, add all recipients and attach a Word document, in MeetingKing everything is done directly from the application. MeetingKing is your assistant, but you will get the credit!



Minutes of Sample Meeting Title 11/23/11

Start: 11/23/11 02:00 pm - End: 11/23/11 03:00 pm

Organizer: James Bond
Invited: Wilma Flintstone, Harry Nak, Jason Bourne
Previous meeting: Sample Meeting Title 11/23/11

Location: Conference room 3rd floor

Topics

1 Making minutes is really fast

N Making notes is really fast. You write (short) bullets and save them as a note, decision or task.

T ☐ Sample task created in MeetingKing.
Owned by **Wilma Flintstone** due **25 November**

2 MeetingKing does all the administrative work

N When you save something as a task you can immediately assign it and add a due date. Then MeetingKing will email the task to the owner and the task is added to your dashboard.

D Sample decision: Cool we should use MeetingKing in our organization, it will make things much more efficient.

T ☐ Set up an account now and produce great looking minutes in much less time
Owned by **Jason Bourne** due **25 November**

3 Advanced features

T ☐ Try Follow-up Meeting feature and Parking Lot feature.
Owned by **James Bond** due **29 November**

New Tasks

Task	Owner	Due
☐ Sample task created in MeetingKing.	Wilma Flintstone	11/25/11
☐ Set up an account now and produce great looking minutes in much less time	Jason Bourne	11/25/11
☐ Try Follow-up Meeting feature and Parking Lot feature.	James Bond	11/29/11

Open tasks from previous meeting(s)

Task	Owner	Due
☐ Sample task in first meeting	Harry Nak	11/24/11

Next Meeting

Second sample meeting 11/29/11
Start: 11/29/11 02:00 pm - End: 11/29/11 03:00 pm

Page | 1

Powered by MeetingKing beta

Next topic: Managing tasks —>

Managing tasks

MeetingKing is an extremely powerful task management application. You can manage all your meeting tasks, but also all other tasks. You can even create and manage tasks via email!

You can view all your tasks, the tasks you assigned and tasks you follow on the Tasks page and in the Calendar View.

With a simple click you can filter tasks, by task owner, project, department or tag, or any combination of those.

See MeetingKing in action

Creating tasks

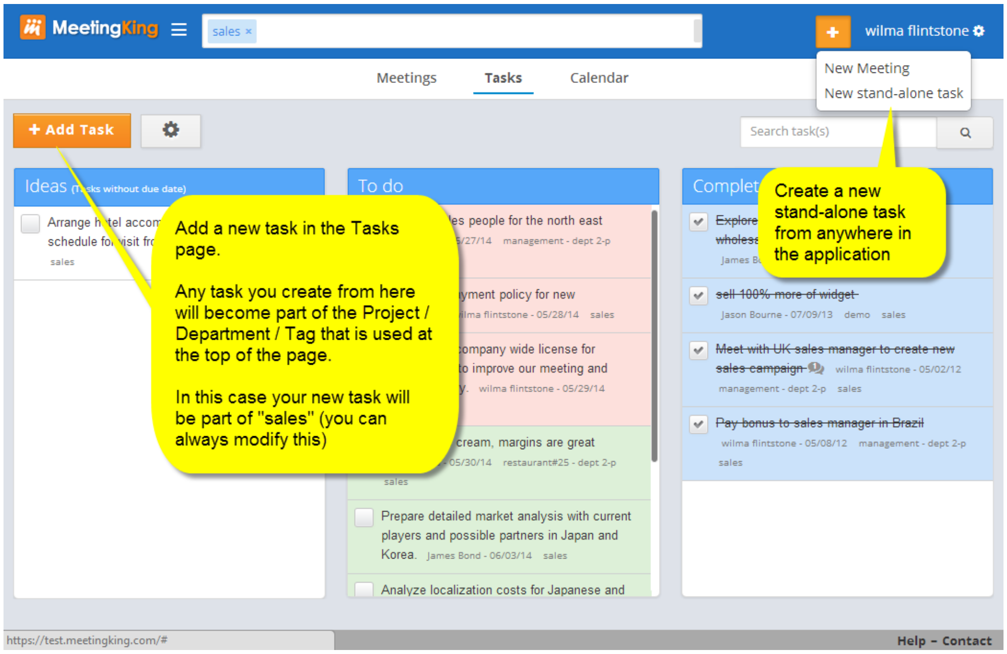
You can create task in three ways:

- in meetings while taking notes
- stand alone tasks in the application
- stand alone tasks through email

stand alone tasks in the application

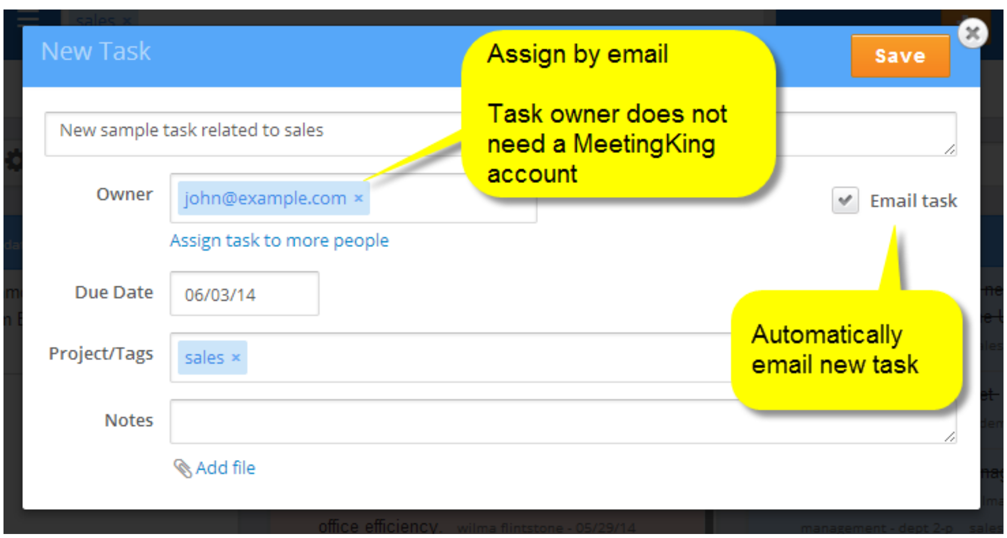
You can create a stand alone task from anywhere in the application by clicking the New task link under the orange button in the main navigation bar.

You can also create a new task through the New task button on the tasks page. The great thing there is that if you are viewing a project or department, your new task with automatically get those tags and be added to that project and/or department!



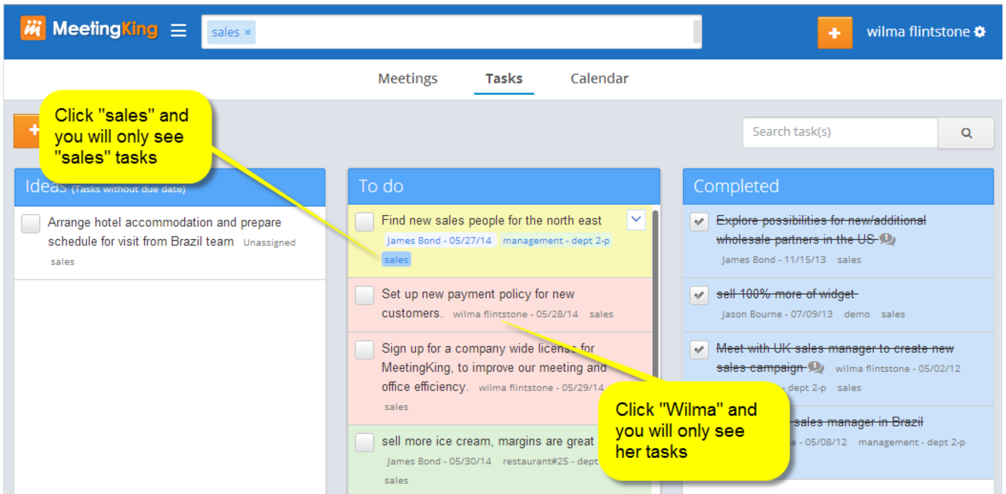
Assigning tasks

You can assign a task to anybody by simply using his or her email address. The person does not need a MeetingKing account. I you select to email the task owner a message with the new task that person can even mark the task complete and add comments via email.



Filtering and managing tasks by Project, Department and Person

If you have tens or hundreds of tasks you may want to see only those tasks that are relevant to a certain project, department of person. MeetingKing makes that really easy. In the task page or in the calendar view simply click on Project / Department / Tag or the task owners name under a task and you will only see those tasks that are part of that Project / Department / Tag or owned by that person.



[Read more on managing by Project, Department and Tag](#).

Next topic: [Assigning a task to multiple people —>](#)

Assigning a task to multiple people

Clarity: One owner per task

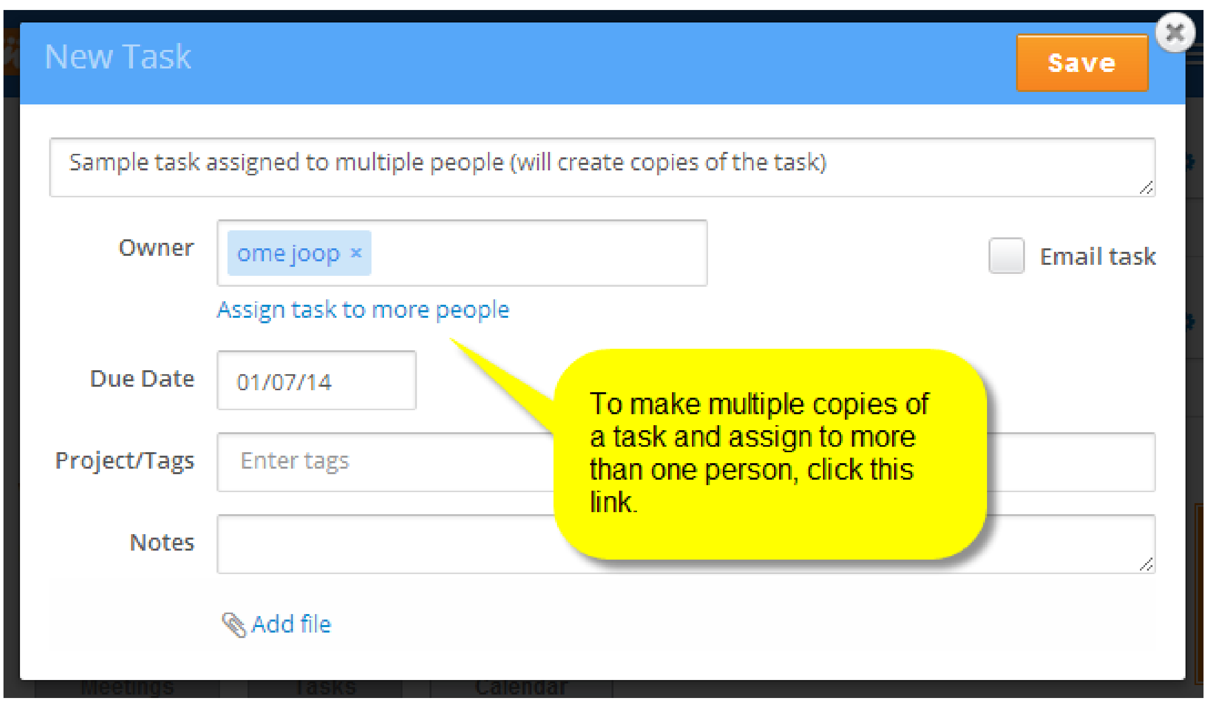
With task management it is extremely important to have clarity and know who is responsible for a task. Therefore a task should have only **one owner**, even if multiple people work on it. The owner is responsible that the task is completed. If a single task is assigned to multiple people, chances are it will not be done. Person A will assume person B will do it and vice versa.

Assigning a task to multiple people

At times however you may want to assign the same task to multiple owners. This is different form having multiple people working on a single task. In this case you create copies of the task and therefore create multiple tasks each with a different owner.

For example in your management team meeting you assign all management members the task to prepare a budget for their department for the next year.

When you create (or edit) the task, you can select “Assign task to more people”.



This will create a copy of the task for each owner. The great advantage is that you can keep track of who completed the task and who did not and each owner can provide a comment to his or her task. In the example above each department manager can add a comment with the budget for the next year attached to it to his or her task!

Next topic: Creating tasks via email —>

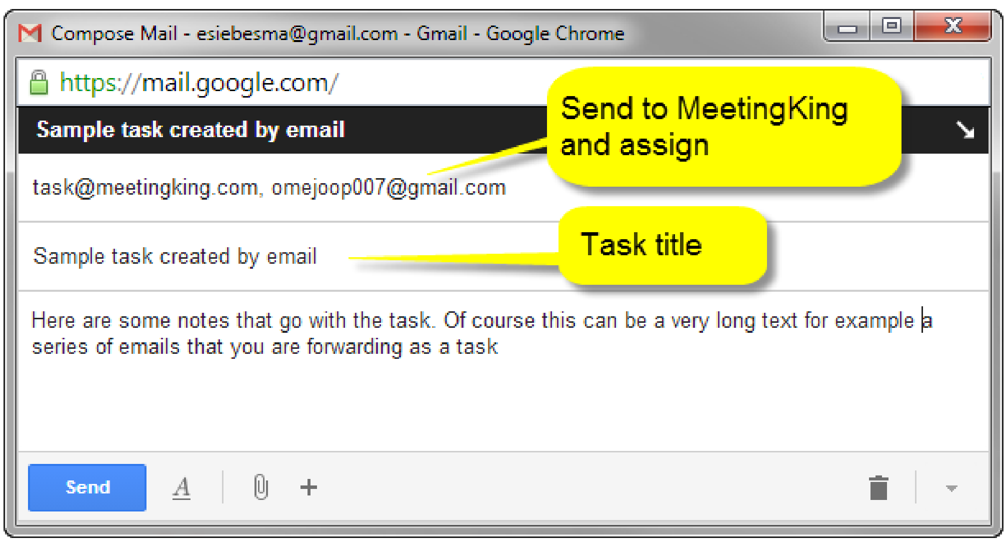
Creating tasks via email

You can also create a new task by simply sending an email to **task@meetingking.com**.

You do not need to be logged in, all you need is a MeetingKing account with the same email address you use to send your email from. Very practical for when you are on the go or when you receive an email message and want to make that a task.

How to create a new task via email?

- Send you new task to task@meetingking.com
- The subject line will become the task title
- The body of the email message will be placed in the notes field
- To assign a task add the email address of the task owner in the “To” or “CC” field.



A few minutes after emailing your task it will appear in the “Ideas” column.

Tasks created via email show up in the

Next topic: Managing tasks via email —>

Managing tasks via email

Of course we would like the world to live in MeetingKing, but the reality is that people live in their email clients. Therefore we have made it easy to manage your tasks in your email client.

You can via email:

- comment on tasks
- mark tasks complete
- create new tasks (previous page)

Even users who do not have a MeetingKing account can comment and mark their tasks complete!

Commenting via email

If you receive a task assignment email or a task reminder, you can add a comment to the task by simply replying to that message. Your comment will be added to the task.

Marking a task via email

Task assignment and reminder email messages have a button to mark a task complete. So you can check off things from your phone without ever logging into to MeetingKing.

This way the team is always up to date and you are not forcing anybody to sign up for MeetingKing as they can manage it the way they like. (Of course we hope that eventually they will also create a MeetingKing account)

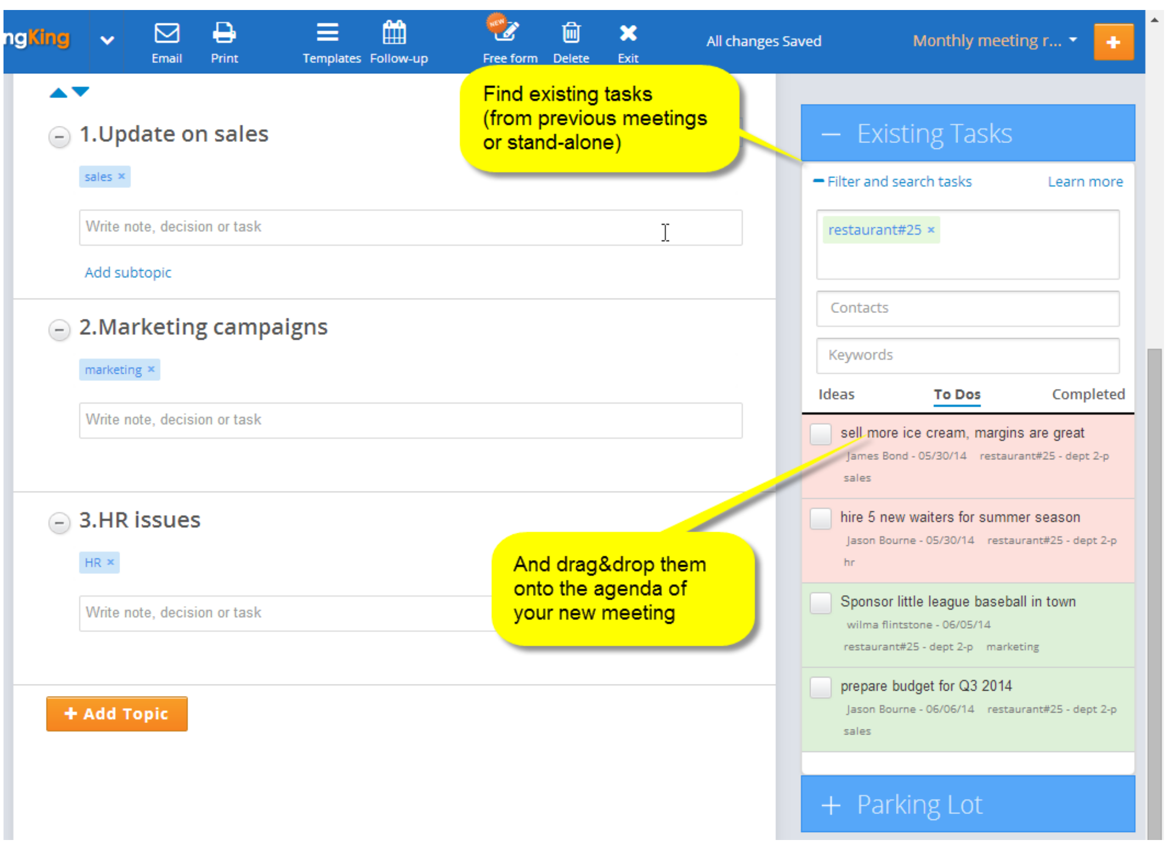
Next topic: Adding existing tasks to new meeting —>

Adding existing tasks to new meeting

At times you may want to add an existing task to a the agenda of a new meeting. This can be a task you created in another meeting or a stand-alone task you created in the app or [via email].

Example: you are VP of marketing and in the management team meeting you created a task that needs to be done by one of your marketing people. In your one-on-one meeting with that person or in your marketing team meeting you simply drag the existing task onto the agenda.

Just as on the tasks page you can filter you tasks to easily find what you are looking for. You can filter by person (task owner), project, department and tag. Similar like the task page tasks are organized by “Ideas”, “To Dos” and “Completed”.



Next topic: Projects, departments and tags —>

Projects, departments and tags

Video overview

Watch this video for 5 minutes and 30 seconds and you will save a lot of time.

Organize your meetings and tasks

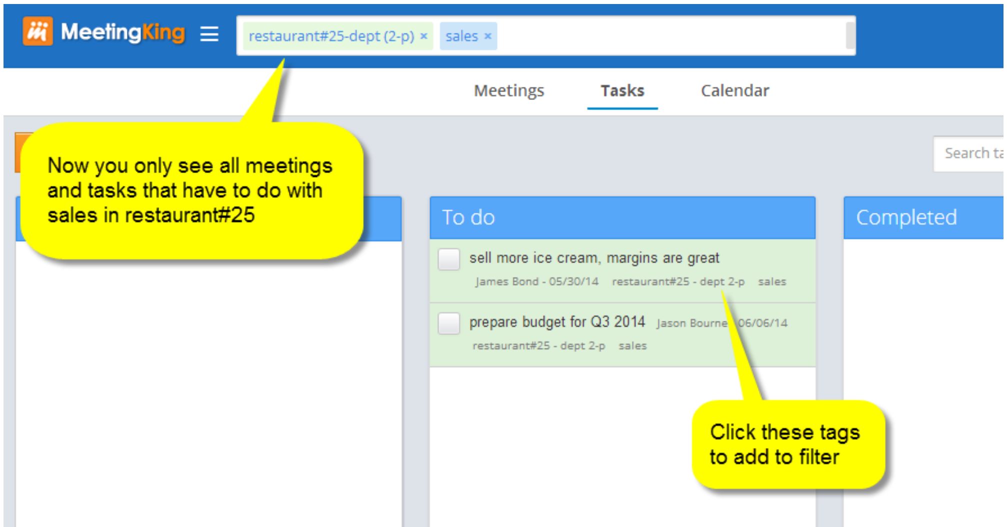
If you have only one meeting a week and create very few tasks, there is no need to organize your information by project or department and feel free to skip this section. If, however, you manage a more complicated organization and work on various projects and with different departments, MeetingKing makes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

You can define:

- projects
- departments
- regular tags

Super fast filtering

When you are on the Meetings page, Tasks page or Calendar page, simply click a tag under a meeting or task and it will be added to the filter at the top. Now you only see those meetings and tasks that have to do with that project, department or tag. What is more you can even make combinations. For example find all tasks and meetings that have to do with “sales” for “restaurant #25”.



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**.

Difference between Projects, Departments and Tags

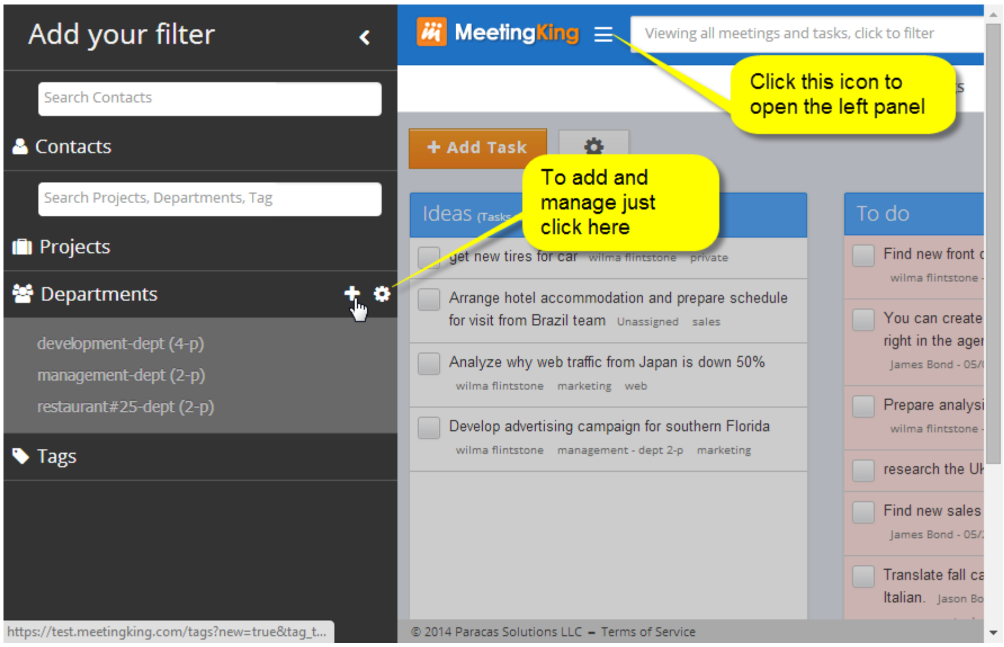
Projects, departments and tags are very similar. The big difference is that **projects and departments have members** and regular tags do not.

Projects are presented in an orange tag with **"pjct"** and the number of people associated with the project. Departments are presented in an green tag with **"dept"** added to the name and the number of people in the department. Regular tags are blue.

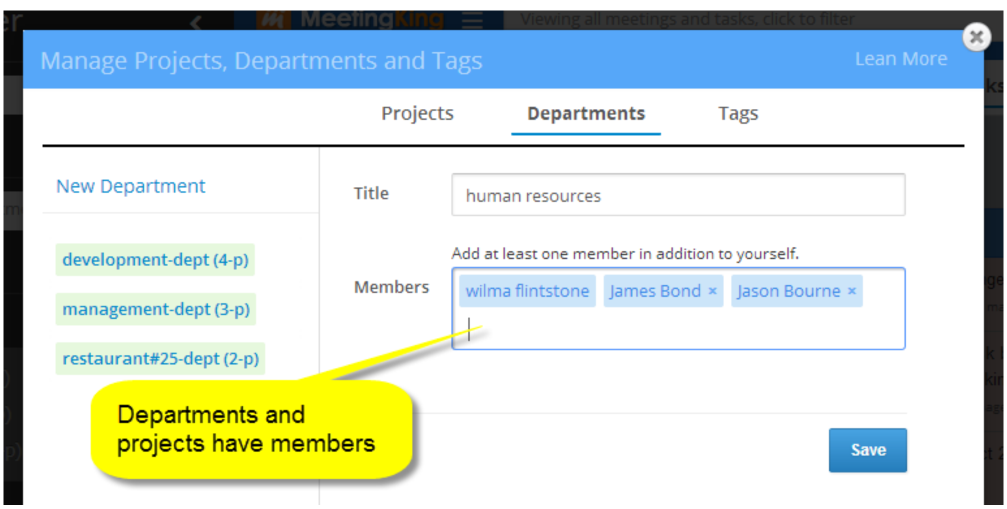
Next topic: Creating and managing Projects, Departments and Tags —>

Creating and managing Projects, Departments and Tags

The easiest way to create and manage your projects, departments and tags is in the left navigation menu.

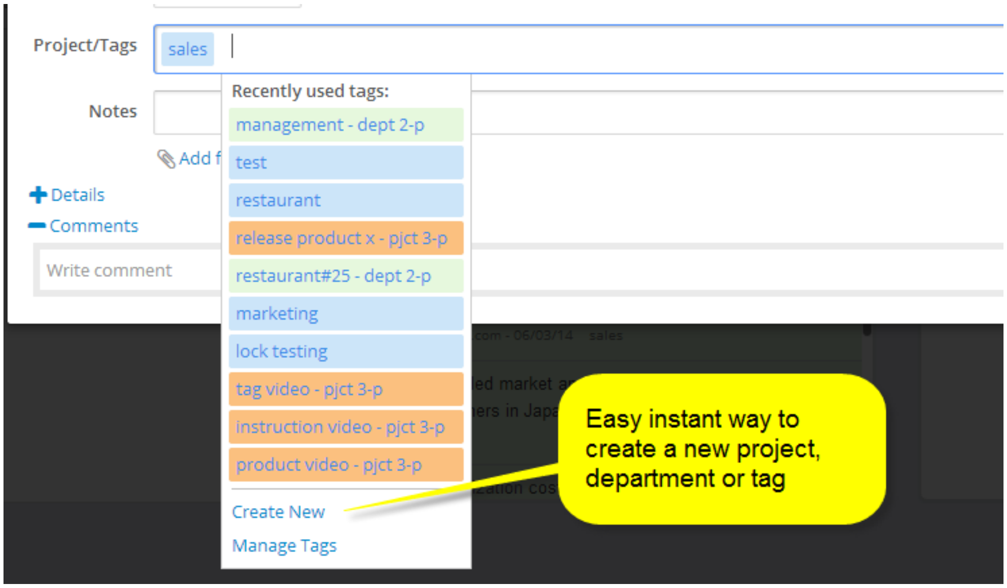


The dialog to manage and create new projects, departments and tags looks as follows.



Projects and departments always have members. If you do not add a member it will automatically change to a regular tag. You can always change a tag to a project or department.

You can also create a new project, department or tag directly from tasks, meetings and topics.



Next topic: Using tags —>

Using tags

Projects and departments are special kind of tags (they have members, so it is easy to share information). When we talk about tags we mean projects, departments and tags.

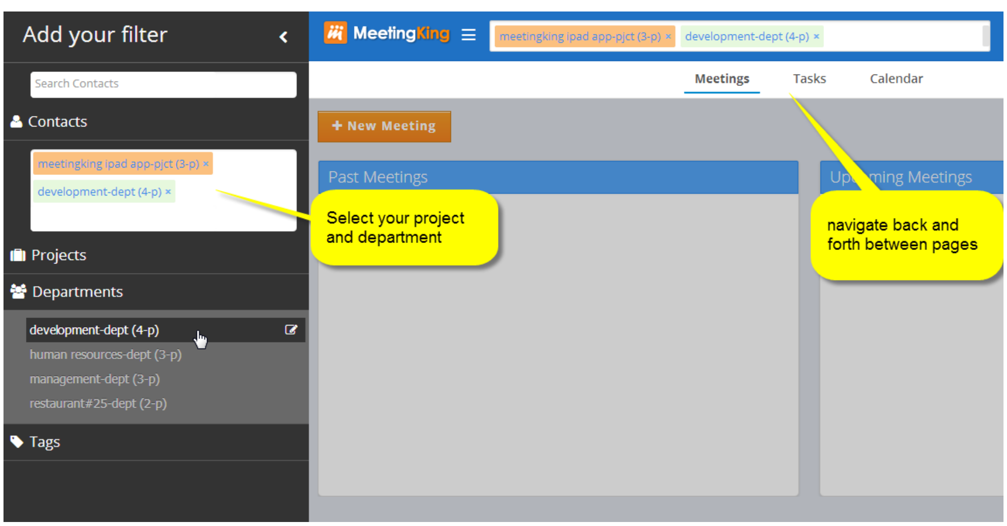
Tags help you to categorize all your information. You can use tags for:

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

The possibilities with tags are endless, we, at MeetingKing, use them to organize our information for bug tracking. The more you work with tags, the more powerful they become!

When you add tags to your filter, either through the left navigation or by clicking on tags under a task or meeting, you can navigate back and forth between the pages and see only the information belonging to that tag.

When you are on the meetings page, tasks page or calendar page, and you create a new meeting or task it will automatically get that tag and be part of that project, department or tag.



But I hate adding tags!

Tagging often doesn't work because it is too much work. Not in MeetingKing. We made it really easy.

The project, department and/or regular tag is automatically inherited by the lower level:

- If you add a **tag to a meeting** everything in that meeting, including the tasks, will get that tag.
- If you add a **tag to a topic** everything under that topic will get that tag.
- If you are in **meetings overview**, **task overview** or your **calendar** and you create a new task or meeting, this task or meeting will automatically get all the tags listed at the top of the page.
- If you create a **follow-up meeting** your new meeting will automatically get the tags from the previous meeting.

In addition you can always add tags to any items and that way make it part of a project or department.

Next topic: Advanced features —>

Advanced features

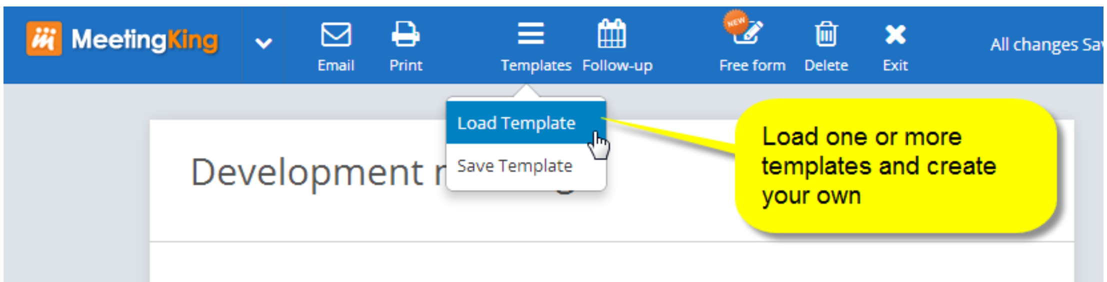
The goal of MeetingKing is to help you have better meetings, help you manage your organization and get things done. MeetingKing is your assistant from agenda preparation to task completion and the following features will help you:

Agenda and minutes templates —>

Agenda and minutes templates

The basic agenda and minutes space is a template, with the title, the participants, date, time and location. When you print or email your agenda all information will be formatted in a professional looking document.

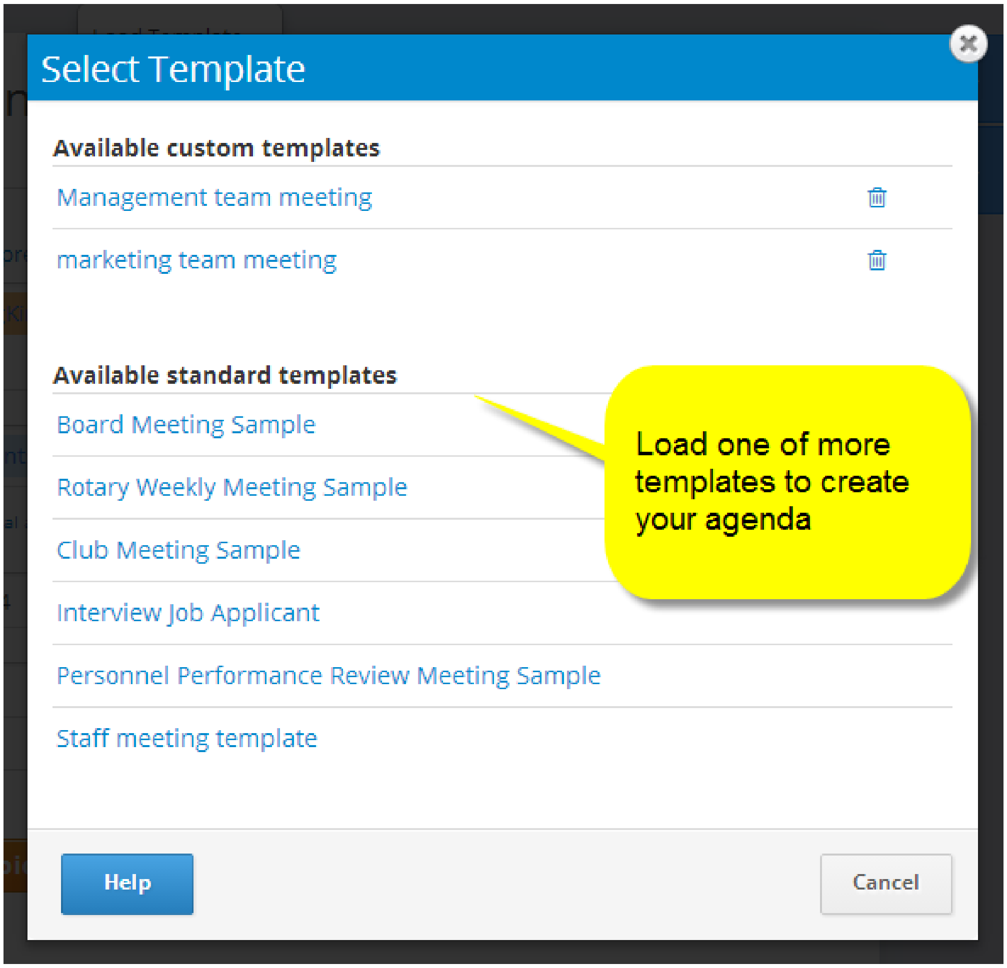
In addition there is another template feature; you can load a standard meeting outline (list of topics) by choosing one of the standard MeetingKing templates or one of your custom templates.



Loading templates

On the top of your note taking area click the “Templates” button and select “Load template”. You can select one of the standard MeetingKing templates or you can select one of the templates you created yourself.

Once a template is loaded, you can modify the agenda as you see fit; you can delete topics, you can move them to a different location (click and hold the move link and drag the topic to a different location or even to the Parking Lot) and you can add additional topics. You can even load multiple templates in one meeting.



Saving Meeting Templates

Creating your own templates is really easy. If you have a meeting agenda/minutes structure you want to use for future meetings, just click “Templates”, select “Save as template”, give it a name and save it. By default it will only save the Topics and any topic tags, but you also have the option to include the Notes, Decisions and Tasks in your template (including private notes for instructions).

Internally we created templates for our **board meetings, development meetings** and **marketing meetings**. Templates are also great for a **checklist** or if you have multiple similar meetings where you want to ask the same questions, for example: **personnel reviews, job interviews**, etc. By making team and private notes you can decide what information you share and what information you keep for yourself. The possibilities for using meeting templates are limitless.

Next topic: Create a meeting directly from Outlook, iCal, Google Calendar —>

Create a meeting directly from Outlook, iCal, Google Calendar

You can create a meeting in MeetingKing using Outlook, Google Calendar or iCal. Just create a new meeting request in your preferred calendar application, add **schedule@meetingking.com** to the list of invitees and send the meeting request.

MeetingKing will create a new meeting space for you and add all invitees, the date, time and location. Within a minute the meeting will appear in the overview of all participants and the organizer will receive an email with a link to that meeting space.

Creating a new meeting in MeetingKing with your preferred calendar application has the following advantages:

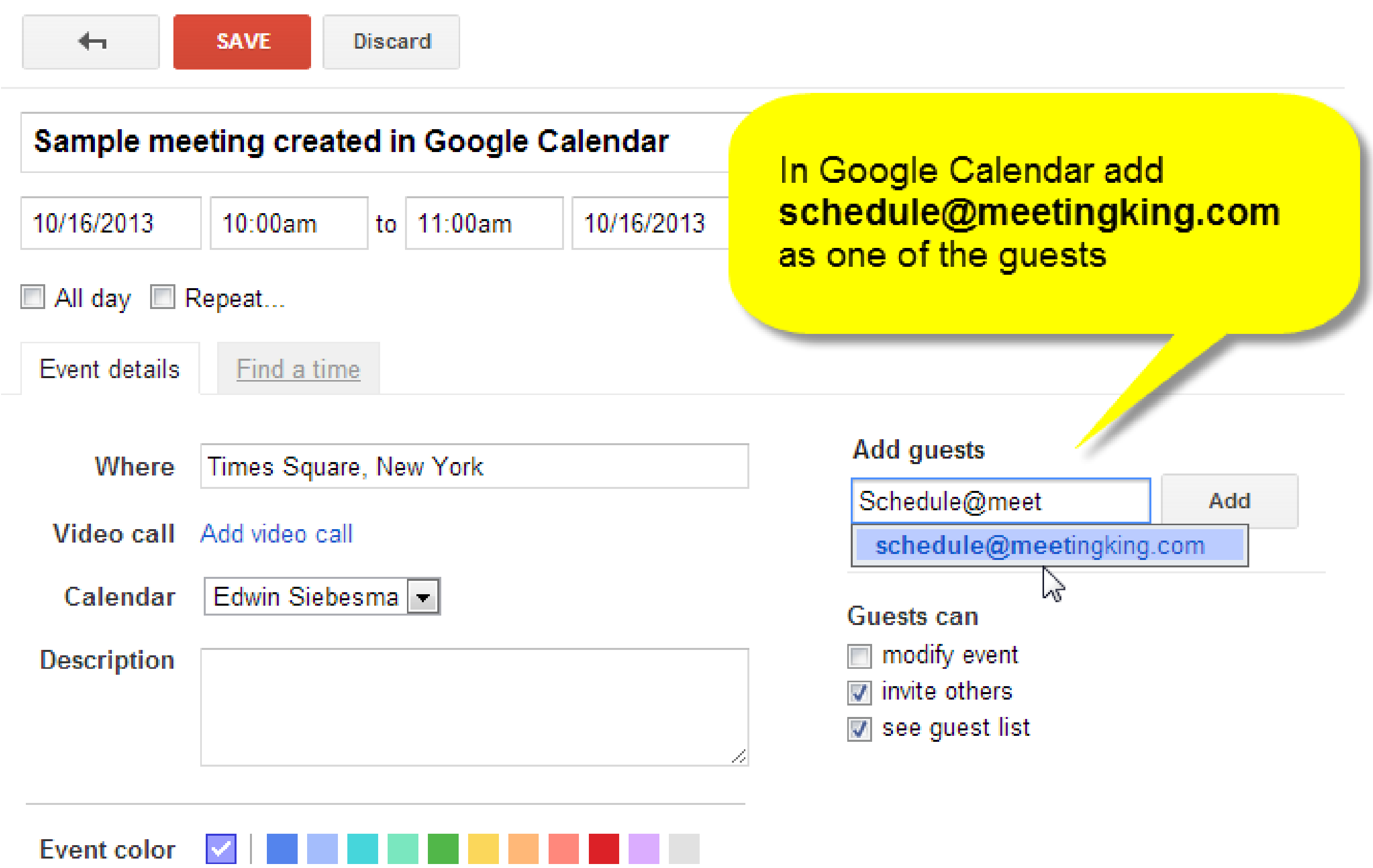
- No need to manually enter or copy email addresses and names into MeetingKing, since most of your contacts are already in your calendar application
- You can see the other participants' availability, if you have shared calendars

If you already have a meeting scheduled in your calendar, simply add schedule@meetingking.com to the list of invitees and send the update, MeetingKing will do the rest.

If you use Google Calendar please make sure you look at Adding Google Calendar to MeetingKing.

Schedule and invite in Google Calendar

Complete a meeting request as you always do, just add schedule@meetingking.com to the list of invitees.



In about a minute the meeting will show up in the dashboard of all invitees.

When you open the meeting you will see that all information is automatically copied.

Schedule and invite in Outlook and iCal

Complete a meeting request as you always do, just add schedule@meetingking.com to the list of invitees.

In about a minute the meeting will show up in the dashboard of all invitees.

When you open the meeting you will see that all information is automatically copied.

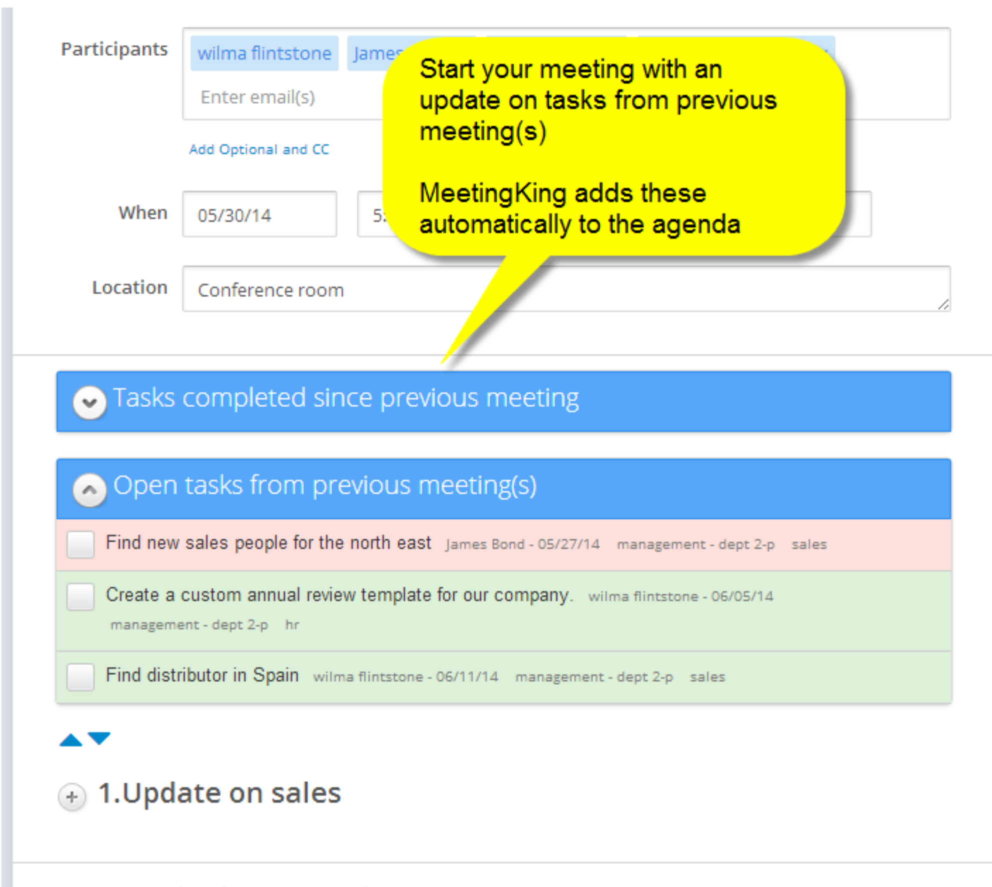
Next topic: Follow-up meetings —>

Follow-up meetings

Follow-up meetings is a very powerful feature in MeetingKing. When creating a follow-up meeting, MeetingKing will copy all logistical information such as the list of participants, tags and location information to the new meeting. All you have to do is give the meeting a title and select a date and time.

What is more, it will **automatically add a list of tasks from your previous meeting(s)**. It will show:

- all incomplete tasks from your last meeting and the meetings before the last meeting, and;
- all tasks from previous meeting(s) that were completed between your last meeting and this new meeting.

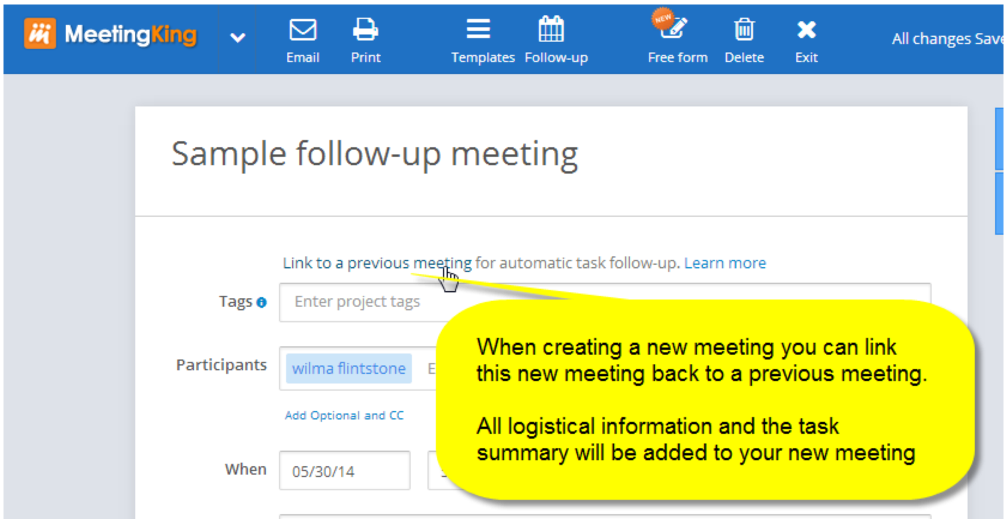


This way nothing will fall through the cracks and things will get done on time, because no-one wants to see his or her name with overdue (red) tasks!

How to create a follow-up meeting?

From a new blank meeting

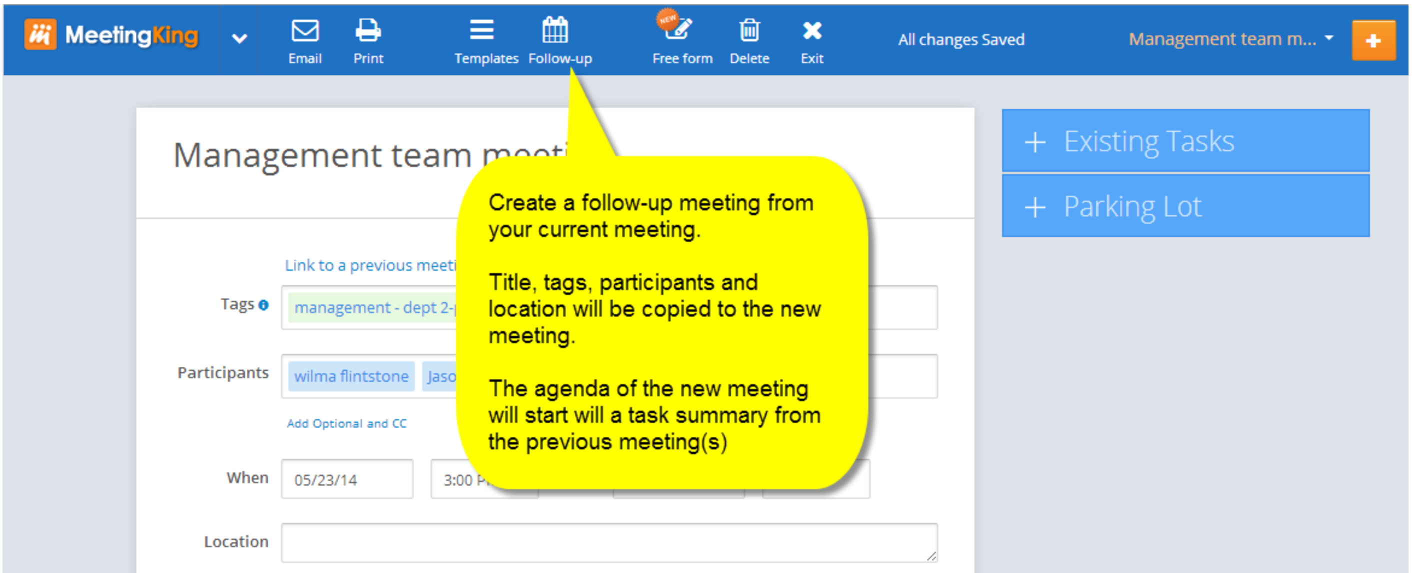
When you start a new meeting you can click a link “Link this meeting to a previous meeting for automatic task follow-up”. A dialog will come up where you can find the meeting you want to link to. Click that meeting and MeetingKing will add the participants, location, tags and the list of tasks to your new meeting.



From an existing meeting

In an existing meeting you can click the “Schedule follow-up” button on the left of the note taking area. This will create a new meeting with the list of participants, location and tags already completed. You can of course always change this information. The list of tasks from the previous meeting(s) will also be copied.

Note: once there is a “follow-up” meeting linked to your meeting, the “Follow-up” button will send you to the follow-up meeting.



Next topic:[Parking lot —>](#)

Parking lot

What is a Parking Lot?

Using a Parking Lot with your meetings will help you to keep your meeting focused and on track. To have an effective meeting you create an agenda so participants can prepare all topics.

Problems arise when someone brings up a new topic. The person who brings up this new topic, feels passionate about it and wants to discuss it. This leads to useless discussion because nobody else is prepared and your meeting may run late, because you did not schedule for this additional topic.

To keep the meeting on track the chairman needs to be firm and not permit this new topic in the discussion.
Problem is, that the person who brings it up will feel ignored and will not be focused on the scheduled discussion. This person may even sabotage the rest of the meeting.

A Meeting Parking Lot can help. You simply place a new topic that comes up during the meeting on the Parking Lot. When preparing your next meeting you check the Parking Lot to see if there are any issues that were brought up in a previous meeting and you simple add them to your new agenda.

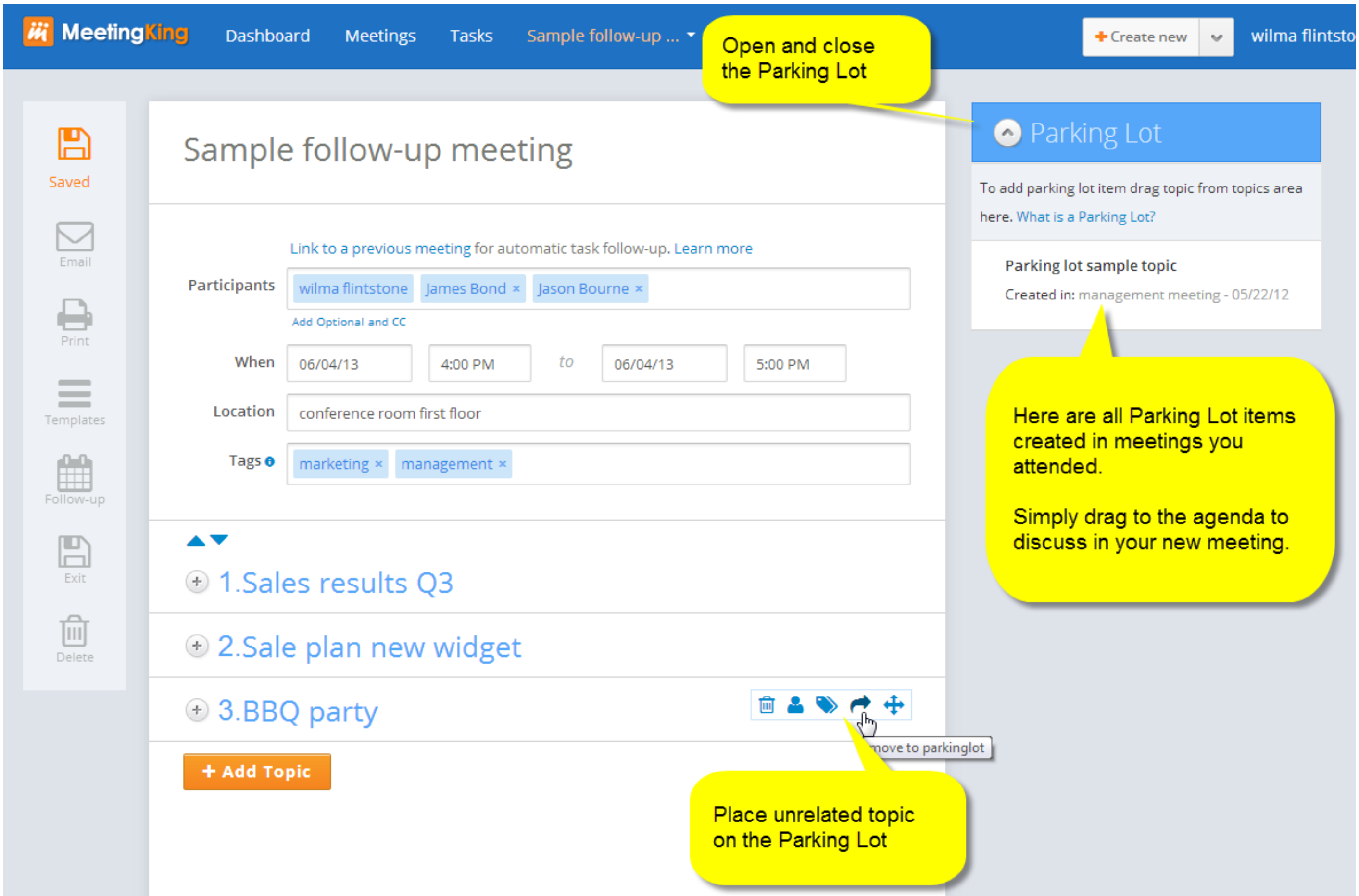
> Place a new topic on the Parking Lot. Your meeting will stay on track, important issues will not be forgotten and the person who brings it up will feel that he/she is taken seriously.

How does the Parking Lot work in MeetingKing?

At the right top of your note taking page is the Parking Lot. You can open the Parking Lot with the icon in the Parking Lot header.

You can add an item by simply dragging a topic from your agenda/note taking area onto the Parking Lot. When you prepare a next meeting and you want to add a Parking Lot Item to your next agenda, simply drag and drop it on that new agenda. Notes, decisions, tasks and subtopics are not visible in the Parking Lot, but they are there and will be moved to the agenda of your new meeting.

The list of topics in the Parking Lot is different for each user and includes all Parking Lot items of all meetings that you attended.



Next topic: [Creating a new topic via email —>]()

Creating a new topic via email

Sometimes you get an idea that you want to discuss in your next meeting or you receive an email that you want to discuss with your team. With MeetingKing you can simply email it to topic@meetingking.com and it will be added to your parking lot.

How does it work?

Creating a new topic via email is very simple:

- Email a message to topic@meetingking.com
- The subject line is the topic title
- The content of the email message will be added as a note under the topic
- You can even attach files

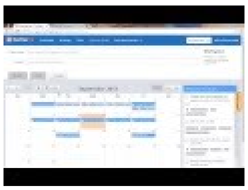
Then when you have your next meeting simply drag it from the parking lot onto your agenda.

Next topic: Adding Google Calendar to MeetingKing —>

Adding Google Calendar to MeetingKing

You can view your Google Calendar right in MeetingKing. What is more you can easily turn any Google Calendar event into a MeetingKing meeting. (Note: see below for displaying a Google Apps calendar with a Google managed domain.)

Watch the video to see how easy it is.



Displaying a Google Apps calendar with a Google managed domain

When you use Google Apps in you organization the administrator has to turn on The ability to share the calendar with a private address.

When that is done you can follow the steps in the video, however you have to change the link of the calendar from http://………….. to https://……….
http://www.google.com/calendar/feeds/YOURNAME%40DOMAIN.com/private-XXXXXXXXXXX1/basic
to
https://www.google.com/calendar/feeds/YOURNAME%40DOMAIN.com/private-XXXXXXXXXXX1/basic

Private notes —>

Private notes

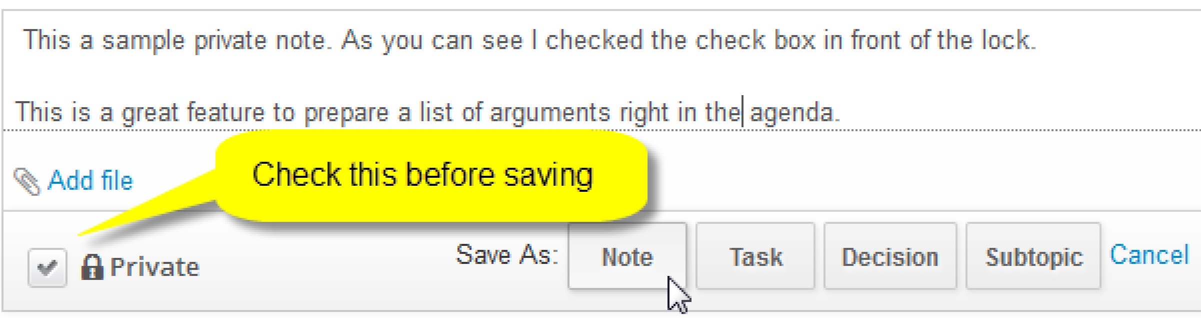
Why private notes?

The main goal of MeetingKing is to have all information in one place directly at your finger tips and therefore you can make Private Notes, Decisions and Tasks right in your agenda and minutes.

Private notes are helpful when you are preparing for a meeting and you want to write down a list of arguments that you want to bring up during the discussion. And when you are in a meeting, you may want to write down some personal notes or tasks to follow-up on, but are not important or relevant for the other meeting participants.

How does it work?

To create a private note, you just write a Note, Decision or Task as you normally do, but before you click the Note, Decision or Task button you mark the check box in front of the lock.



You can also create private tasks. The logic is the same as for notes, but if you assign the private task to someone, that person can of course also see the task. This task assignee can be a participant of the meeting (in which case he/she will see it in their meeting view) or someone who is not participating in the meeting.

You can recognize private notes and tasks by a lock icon in front of it.

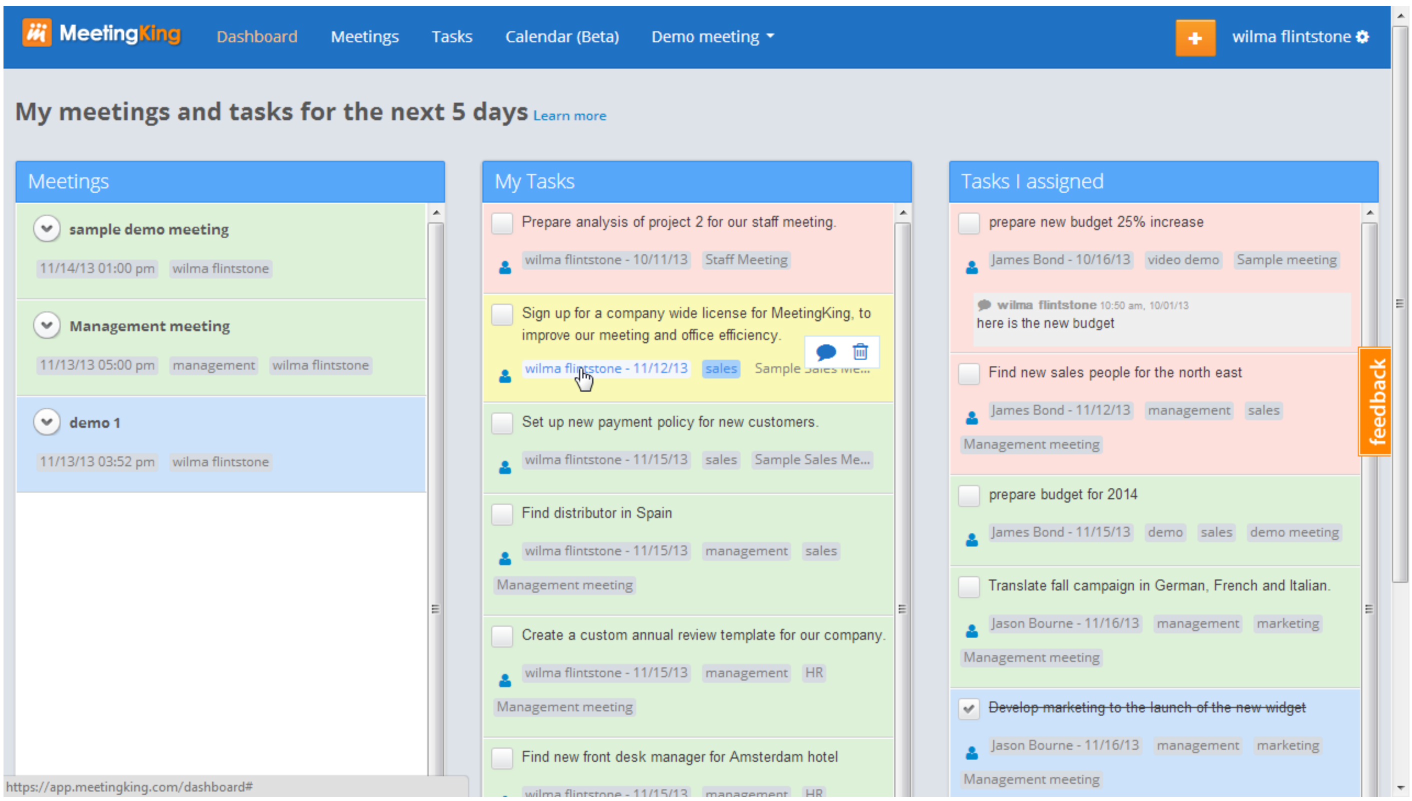
When you email the agenda or the minutes each recipient will receive a PDF version of the agenda or minutes without any private notes. When you print the agenda or minutes you will receive a printout with your private notes on the document.

Next topic: Dashboard —>

Dashboard

The Dashboard is an optional page you can turn on and gives you a quick overview your upcoming activities. There are three columns:

- Meetings
- My tasks
- Tasks I assigned



Meetings

The Meetings column shows your meetings for the next 5 days.

Under each meeting title you can see the date and time, projects/tags associated with the meeting and the name of the meeting organizer. When you click the arrow button in front of the meeting title you can see the agenda.

You can open a meeting by simply clicking on the meeting title.

My tasks

The My tasks column displays:

- your overdue tasks (red)
- your tasks that will be due in the next 5 days (green)

To edit the task and see more details, simply click on the task title.

Under the task title you can see the owner, the due date, any tags associated with the task and if the task was created during a meeting, the meeting title. To quickly find the context of the task, you can click the meeting title to open the meeting.

> If you don't want to navigate away from the Dashboard, right click on the meeting title and open the meeting in a new tab or browser window.

Tasks I assigned

The logic for the tasks I assigned is the same as for My tasks, except of course that this column lists the tasks that others have to do for you. Often times we are pretty good at writing down our own tasks, but keeping track of what is owed by others leaves much to be desired. With MeetingKing nothing will fall through the cracks.

Activating the dashboard page

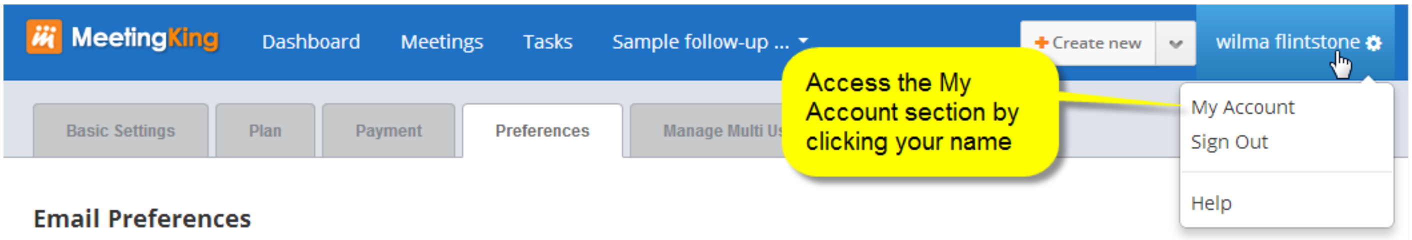
To enable the Dashboard page go to: My Account > Preferences.

> Note: the filter at the top of the page does not change the information in the Dashboard page. This page will always show all your meetings and tasks for the next 5 days.

Next Topic: Managing contacts —>

Account settings

You can access your account information by clicking on your name or the setting symbol in the main navigation bar.



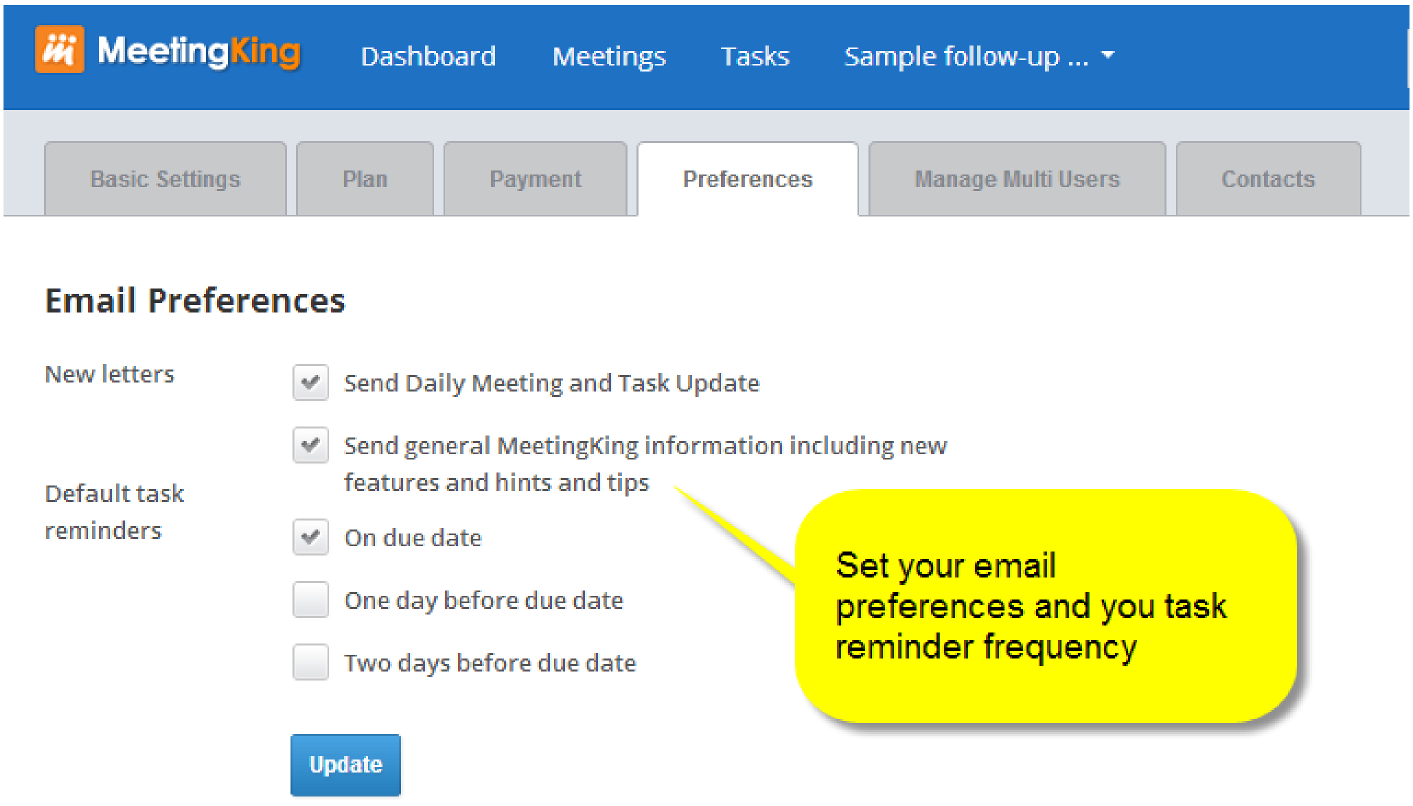
In the setting area you can:

- update your basic account information
- manage the type of account and your payment information
- set your preferences for email messages
- upload your company logo
- manage members of your organization's account if you are the master of a multi-user license
- manage your contacts

Email preferences

On the Preferences page in My Account (My Account > Preferences) you can set what kind of emails you would like to receive.

You can also set automatic reminders for your tasks.

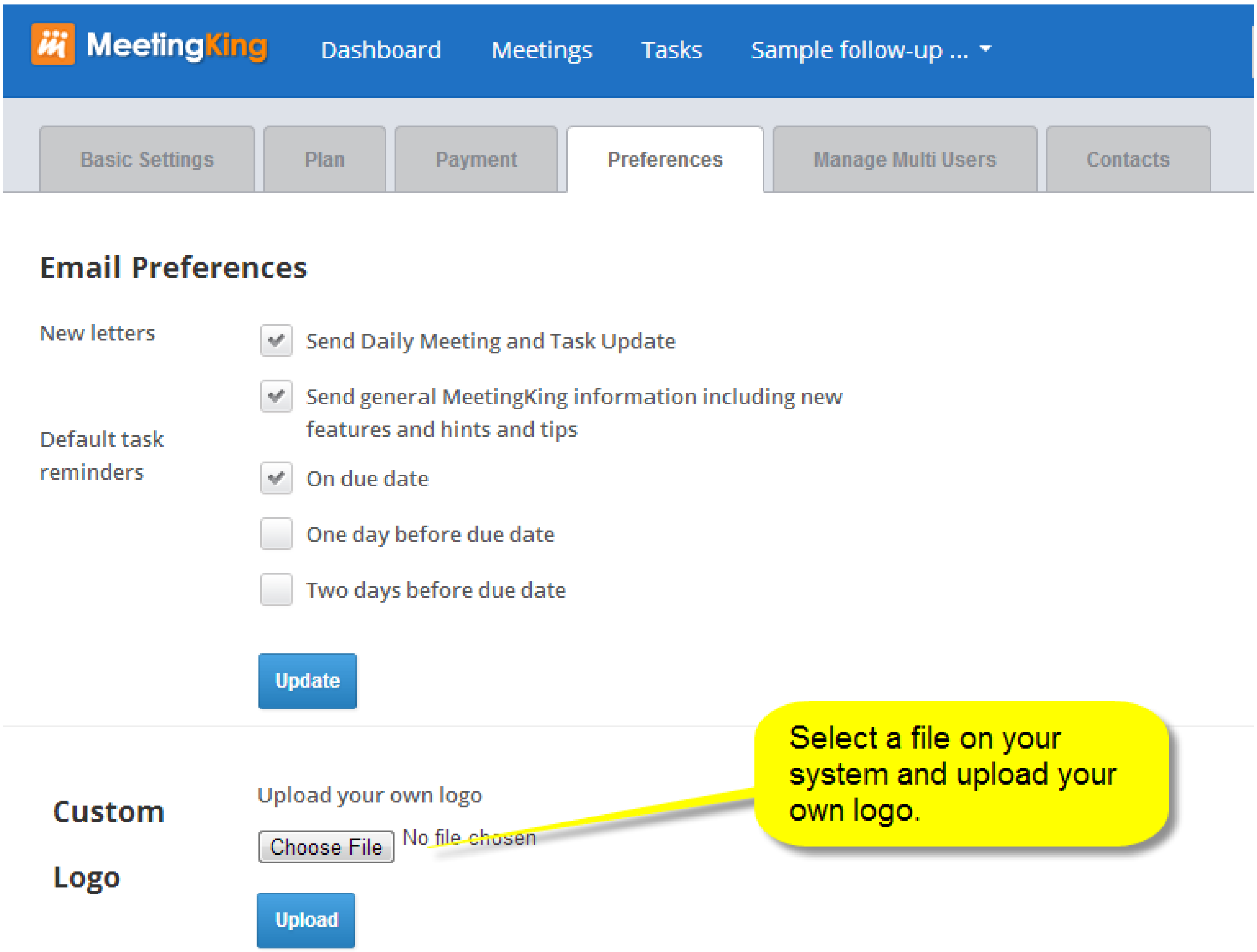


Custom logo —>

Custom logo

You can customize your MeetingKing interface by uploading your own logo. Simply go to the Preferences page in My Account (My Account > Preferences) and upload your logo.

In case of a multi-user license, all members will see the logo the account administrator used.



Multi-user management —>

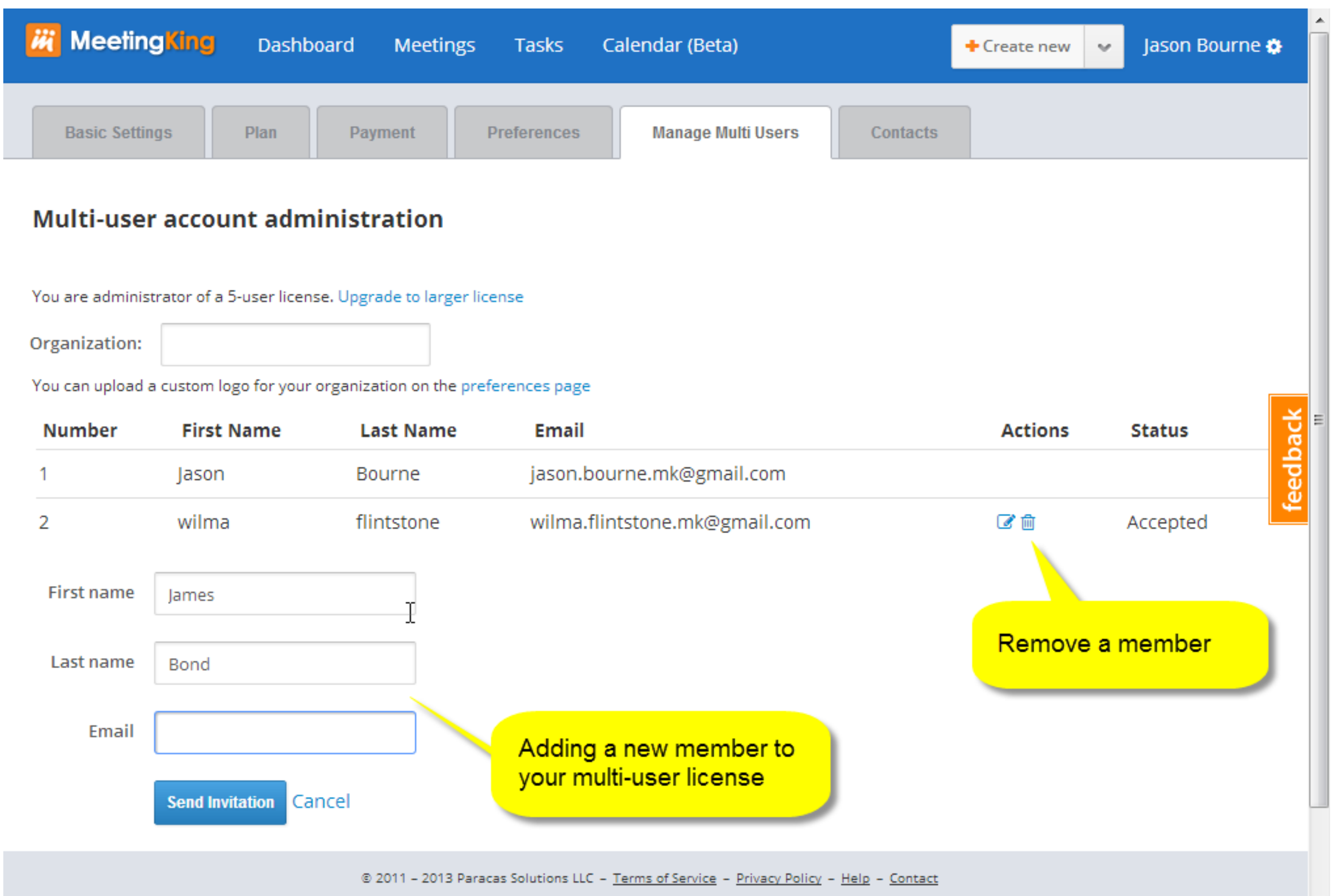
Multi-user management

When you sign-up for a multi-user account, the administrator can add and remove members. A multi-user license has two advantages:

1. The per user subscription fee is lower than when everyone buys an individual subscription.
2. The administrator controls the accounts. This can be very important, see at bottom of page.

A member of a multi-user license has the complete Pro functionality. So the person can create meetings, use templates, and information is stored longer.

You can access the multi-user account setting under My Account.



When is account control important?

The account control can be very important in case a person leaves your organization. If the person is a member of a multi-user license the administrator can simply cancel the account and the person cannot access any information from past meetings anymore. If someone has an individual Pro account or a free account, that person can continue to access any past meetings they were part of, because they control that account and not the company administrator. Of course, you can remove such a contact from past meetings, but that is more work than simply disabling the account.

Plans and pricing —>

Plans and pricing

See pricing and upgrade information in the application.

MeetingKing pays for itself with only one meeting per month!

Cancel account

Sorry to see you on this page.

Before you cancel your account, please contact us and let us know what was missing, and how we can keep you as a user.

It is our goal **to help the world get rid of bad meetings** and since you did sign-up you probably had one of the following problems:

- Participants were unprepared
- There was no agenda to your meetings
- You hate writing meeting minutes
- Tasks are not completed

If we did not deliver please contact us and we will get right back to you. Perhaps we can explain certain features, give a demo, or enhance the product!

If you are determined you cancel you can do so at:
My Account > Basic Settings (https://app.meetingking.com/settings/basic). There is a cancel link at the bottom of the page.

Also if you cancel we would love to hear from you. A few keywords is enough.

Thank you for trying MeetingKing!

Contact us

We are committed to helping you have better meetings, managing your organization more efficiently and getting things done.

If you have any questions, suggestions or other feedback, please contact us or call + 1 860 255 8430

Thank you for using MeetingKing,

The MeetingKing team