

FULL FEATURE LIST

	FREE \$0	PREMIUM \$15.99 per user per month
TASKS Assign tasks to your meeting participants, add due-dates and mark tasks as completed. If you are logged in with Office 365, your tasks will automatically appear in Outlook Tasks and Microsoft To-Do.		
DECISIONS Enter or speak Decisions during your meeting to eliminate misunderstandings.		
PERSONAL NOTES The notes are personal and will not be shared with the rest of the meeting participants		
SUMMARIES Sometimes a written summary can come in handy. Enter or speak the Summary after the meeting to make sure your team can get a quick overview.		
PHOTOS Take photos during the meeting – for example, if you and your team have written or drawn something on a whiteboard. The images are automatically linked to the specific meeting minutes.		
SIRI SHORTCUTS Add custom phrases to Siri which triggers e.g. start/stop recording or adding content such as decisions or tasks in ongoing meetings.		
SHARE MINUTES Keep your team members up-to-date by sharing the Meeting Minutes – automatically.		
SEARCH MEETING HISTORY You can quickly jump back in time and find your previous meetings with this simple search feature.		
CALENDAR SYNC The app will automatically retrieve the meetings from your calendar. Just schedule and create meetings in your calendar – business as usual.		
MULTI DEVICE ACCESS All meeting content synchronizes when switching between your computer and phone.		
RELATED MEETINGS Have any recurring meetings? Jump back and forward between related meetings and get up to speed.		
INTEGRATIONS Integrate with your favorite productivity apps – like Outlook, Tasks and Microsoft to-do – to ease your workflow		
PDF CONVERSION Converting files to PDFs ensures that agendas or meeting minutes have a consistent look and It can be useful if your meeting material needs to be archived or journaled.		

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TOUCH LOGIN You may forget your password but never your thumb. Use this login feature as extra security.		
SPEECH RECOGNITION When the meeting starts, you activate Speech Recognition with a single click. The technology then automatically records and analyzes the meeting. When the meeting is done, you'll receive the Minutes.		
AUDIO SEARCH Go back in time and re-listen to past discussions to refresh your memory.		
BOOKMARKS With a single click, you can add a personal timestamp to the meeting in a place that's particularly relevant to you. This bookmark easily allows you to go back and repeat the specific part of the meeting.		
KEYWORDS Keywords are a list of the most important themes discussed at the meeting. Click on a keyword to relisten to the specific sequence that is relevant to you.		
PAUSE RECORDING Do you have an off-topic discussion? Pause the recording to exclude it from your meeting minutes.		
LANGUAGE OPTIONS The speech recognition technology supports the languages English, Danish, German, Norwegian and Swedish (more to come).		
CONFERENCE CALL Have any online meetings? Dial in and join the conversation with the conference call feature.		
EXTERNAL MICROPHONE Connect and record with external microphones (including Bluetooth) to improve sound quality.		
SELECTIVE DISTRIBUTION OF MINUTES Select the individuals you want to share the meeting minutes with.		
OFFLINE FUNCTION At home, on the move or in the office? You can prepare anywhere, anytime, even when you are offline.		
NOTES, UNDERLINE AND HIGHLIGHT You can make notes, underline, highlight and draw on any of the documents in the app. They are all collected in one place, giving you a quick overview. Share it with other participants or keep them private.		
SHARE COMMENTS Share a comment online with one or more of the other participants. This is great for collaborative preparation or for alerting attention to an agenda point.		
PDF MODULE With the PDF-module you decide if the PDF should include an agenda or an agenda with all associated appendixes – and you even decide where you want the appendixes distributed.		

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<p>SUPPORT We offer a support service (email and phone) if you have any questions or experience issues with the meeting solution.</p>		
<p>HELP FEATURE As you navigate the meeting app, help is always at hand with a simple click on the question mark. Here, you will find tips for how to use the various functions.</p>		
<p>AGENDA REVIEW Before sending the agenda to all participants, you can let selected members read through it and provide input, corrections or approval.</p>		
<p>AUTOMATIC PUBLISHING Do you have a requirement to publish agendas and minutes on your website? Automate this process and keep full control over which items and decisions are shared.</p>		
<p>MULTIPLE ORGANIZATIONS You can use the meeting app across multiple organizations and bring together all your relevant material under one login.</p>		
<p>USER CONTROL Your meeting administrator has full control over which users should have access to which agendas and documents.</p>		
<p>TWO FACTOR LOGIN With two-factor authentication, a SMS code is sent to the user's phone when they log in with their user name and password. This way, if their account is ever hacked, the hacker can't access the app.</p>		
<p>ENDLESS INTEGRATIONS Integrate with almost all systems (only requirement is that the external system can export data). Integrate to your EDM system and work directly in your existing systems to avoid redundant workflow.</p>		
<p>ADFS LOGIN With the centralised user management you will only need to make changes in ONE place. You will use a single sign-on and the same authentication, that you already know and are familiar with.</p>		ADD-ON
<p>CUSTOMISED LANGUAGE MODEL AND DICTIONARY Identification of natural language terms and classification of text which is specialised to a specific team, business or industry. \$35,000 start up fee. Min. 100 users.</p>		ADD-ON
<p>CUSTOM INTEGRATIONS TO ENTERPRISE SYSTEMS Integration to company specific platforms which smoothens the process of meeting production and journaling. \$35,000 start up fee. Min. 100 users.</p>		ADD-ON