

# Welcome to MinuteTaker

**Date:** Mo. 16. Nov. 2020, 10:25 - 11:25

**Location:** Infinite Loop 1

**Minute Taker:** Florian Mielke

**Attendees:** John Doe, Jane Doe

**Recipients:** Jeff Appleseed

No.	Tag	Title	Remark	Responsible	Due
1	Statement	Hi 🙌	<p>MinuteTaker is a powerful and flexible app for creating and sharing <b>structured</b> minutes.</p> <p>It's based on the Action Item Format:</p> <p><i>"[...] an action item is a documented event, task, activity, or action that needs to take place. Action items are discrete units that can be handled by a single person."</i></p> <p>—Wikipedia (en.wikipedia.org/wiki/Action_item)</p>		
2	Action	Workbook	<p>You are now within a, what we call, <b>workbook</b>. A workbook contains multiple minutes that belong together.</p> <p>Track multiple minutes to log a longrunning project, recurring team meeting (Jour Fixe) or appointments with a customer.</p>	John Doe	23.11.20 (Completed)
3	Statement	MinuteTaker has four Parts	<p>MinuteTaker has four main columns where you create, edit and organize your minutes and action items:</p> <ul style="list-style-type: none"> <li>- <b>Sidebar</b> (at the left most)</li> <li>- <b>Action Item List</b> (in the middle)</li> <li>- <b>Editor</b> (you're looking at right now)</li> <li>- <b>Attachments</b> (on the right, but currently not visible)</li> </ul> <p>you can drag the stack of individually to focus on the one you need.</p> <p><i>Note:</i> On the iPhone, you sipe between those parts.</p>		
3.1	Statement	Sidebar	<p>The Sidebar contains all minutes of a workbook. Here you can edit and create new minutes.</p> <p>Tap the + button in the bottom left to create a blank one.</p> <p>Tap the <i>three blue dots</i> button next to a minutes to open the menu for more options.</p>		
3.2	Action	Action Item List	<p>The action item list in the middle contains also contains all minutes and their related action items in a continuous list.</p> <p>With that you can edit an action item here in the editor and check another action item, e.g. from previous minutes at the same time. 🙌</p>	Florian Mielke	01.12.20 (Overdue)

No.	Tag	Title	Remark	Responsible	Due
3.3	Action	Action Item Editor	<p>Here is where the magic happens.</p> <p>The editor has a bunch of tools to create, edit, categorize and share single action items on your behalf.</p> <ul style="list-style-type: none"> <li>- Assign a person responsible for an action item (here it's me 🧑). You can either use a person from the list of attendees or manually add one.</li> <li>- Use a due date to track the state of an action item (open or done). In addition, MinuteTaker will automatically sets and <b>overdue</b> state if an open action item is ... well, overdue.</li> <li>- Use tags to categorize your action items. Common tags are: "Action", "Recommendation" or "Statement".</li> </ul>	Florian Mielke	18.04.22
3.4	Statement	Attachments	<p>You know <b>that guy</b> in a meeting, who always scribbles something on a flip chart, reads out printed emails 📧 or presents that 80-slides PowerPoint presentation.</p> <p>Luckily you can handle these cases with MinuteTaker. Take a picture with the camera, pick an image from your library or attach any document from your files.</p> <p>Tap the paperclip button in the top right to see an example.</p> <p><a href="#">That Guy's Scribble.jpg</a></p>	That Guy	
4	Recommendation	Sharing	<p>The last action for the minute taker is to share the minutes with all attendees and additional recipients (you manage those in the minutes details).</p> <p>MinuteTaker provides to ways to share minutes:</p> <ol style="list-style-type: none"> <li>1. As a nicely formatted PDF file, that includes all information and, if you like, has all pictures embedded. That PDF file can be distributed via email or be printed (please don't 🌐).</li> <li>2. Starting with MinuteTaker 3 a workbook is a single document. So any other MinuteTaker user can edit it make additions.</li> </ol>		

