

How to Use Meeting Insights as an Executive

Most of the information shared during Teams meetings at your organisation is lost when the meeting ends.

Think about how many meetings your staff have per day.

An engaged member of each meeting can only process, retain, and take notes on a fraction of the information being passed among the attendees. On a weekly basis, thousands of hours of ideas, unique insights, and opinions are being shared but not captured across your organisation.

Even with a full meeting recording, the key points and information are buried and hard to pinpoint.

Meeting Insights makes every idea, customer pain point, training session, sales call, or meeting summary shared during a Microsoft Teams meeting centralised, accessible, and secure.



Sarah Jones
Chief Business Officer

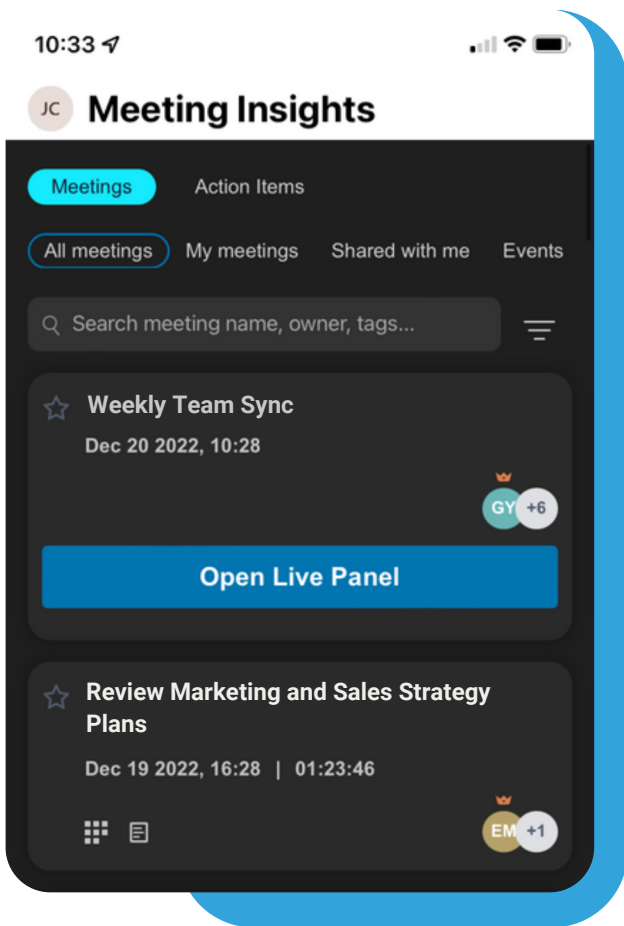
Hey Jason, how'd last week's management meeting go while I was out?



Jason Smith
Business Ops Manager

Hi Sarah, really good! You should see all the highlights in Meeting Insights, so you don't need to watch the entire recording!

- ✓ **Guide your business strategy with digestible insights gathered during your staff's meetings with customers and partners.**
- ✓ **Spot trends like hours spent in meetings, busy months, and which department meetings have key highlights.**
- ✓ **Clearly align the entire organisation with a culture of communication that's transparent, easy to consume, and inclusive for employees near or far.**



A central knowledge base for your staff

All your meetings in one place

Enjoy a self updating knowledge base harnessing every meeting, webinar, or any audio file.

Organise what's important to you

Favourite entire meetings or highlight specific snippets of information shared during a meeting for more informed decisions.

Paired with your Microsoft Teams app

Automatically record, transcribe, and access Microsoft Teams meetings, whether they were in a conference room or online.

A new level of team collaboration

No more gate keepers

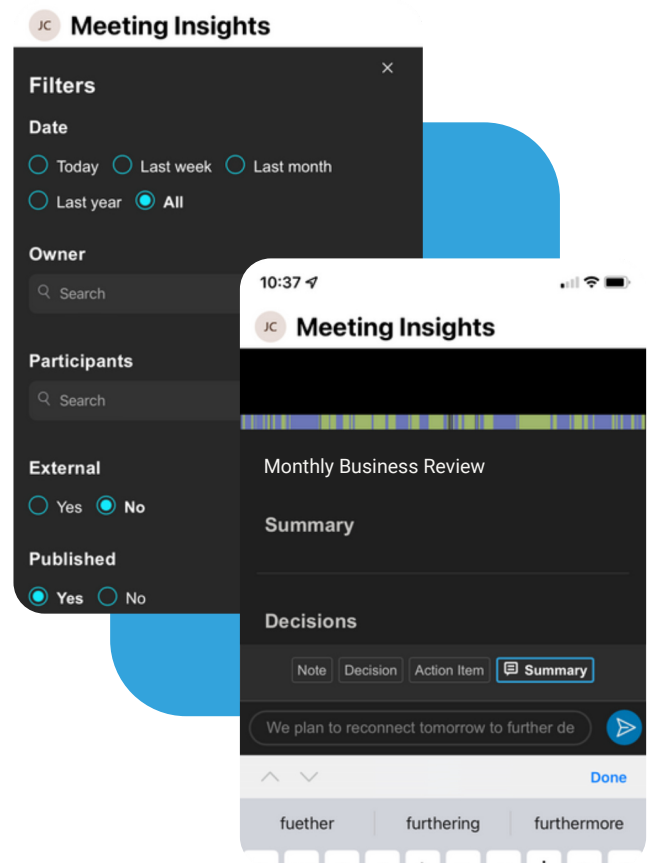
Allow your entire organisation access to a meeting recording or restrict to only those invited.

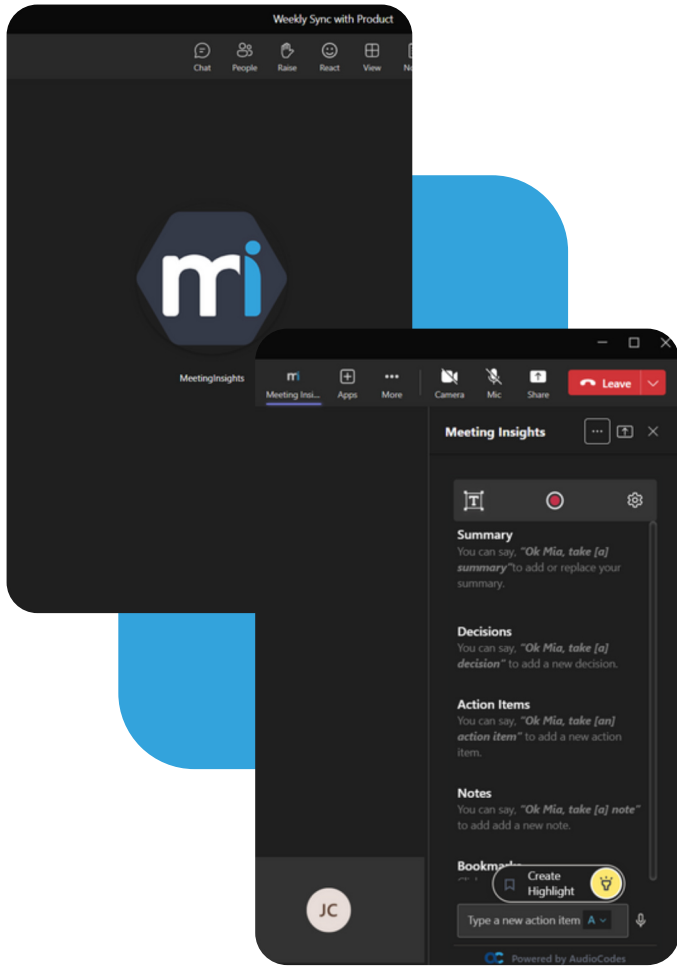
Share what's important to others

Give others the pleasure of only needing 5 minutes to review the highlights of a 1 hour meeting recording.

Make information easy to find

Search the entire knowledge base in a few key strokes and clicks to find the exact meeting, speaker, or keyword you need to reference.





Open a window into productivity

Spot trends within departments

Use a pre-built Power BI dashboard to see time spent in meetings, track action items, and product usage down to the individual.

Automate the action items

Meeting Insights integrates with Microsoft Planner to send any action items you assign directly to your staff's to-do list.

Never miss a meeting

Your days are full of double bookings. Use Mia, our in-app meeting assistant to attend the meetings you can't make it to.

Why Meeting Insights:

- ✓ Built-in speaker tracking
- ✓ Premium transcription
- ✓ Search by speaker, slide, or keyword
- ✓ Native Teams app
- ✓ Highlight key insights
- ✓ Mia - In-meeting voice assistant
- ✓ Dedicated customer success manager
- ✓ Accessible in Teams mobile app
- ✓ Automated meeting recording email notifications

It's time to preserve the knowledge shared through meetings across your organisation.



[Get Started](#)



Start a 90-day free trial with at least 10 users and receive full support from a dedicated customer success lead!

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