Running Effective AI-Powered Meetings

10 Tips for Maximizing Efficiency with NoteThis.app

1. **Define Clear Objectives Before Each Meeting**

   a. *What it does:* Ensures everyone knows why they're there.

   b. *How NoteThis.app helps:* You can highlight objectives at the start, and our AI will label them in the final summary—making follow-up straightforward.

2. **Share Agendas and Materials in Advance**

   a. *What it does:* Reduces wasted time bringing attendees up to speed.

   b. *How NoteThis.app helps:* All relevant documents and agendas can be linked in your meeting invites, so the AI references them if needed for more accurate summaries.

3. **Keep Meetings Short and On-Topic**

   a. *What it does:* Avoids drawn-out discussions and tangents.

   b. *How NoteThis.app helps:* The AI automatically flags any off-topic conversations in the transcript, helping you stay focused.

4. **Assign a Meeting "Facilitator"**

   a. *What it does:* One person can ensure the group sticks to the agenda.

   b. *How NoteThis.app helps:* The facilitator can quickly see live transcripts or real-time notes, prompting them to rein in off-topic chatter.

5. **Encourage Real-Time Questions**

   a. *What it does:* Increases engagement and clarifies misunderstandings immediately.

   b. *How NoteThis.app helps:* Real-time transcription means participants can refer back mid-meeting—no need to ask, "Wait, what did we say earlier?"

6. **Use AI-Driven Note Capture & Summaries**

   a. *What it does:* Eliminates manual note-taking so participants can focus on the conversation.

   b. *How NoteThis.app helps:* Our AI generates bullet-point summaries of each topic, saving hours and preventing missed details.

7. **Highlight Action Items and Owners**

   a. *What it does:* Ensures tasks are assigned and not forgotten after the call.

   b. *How NoteThis.app helps:* It automatically detects "to-do" phrases (e.g., "Jim will follow up…") and tags the responsible person in the summary.

8. **Integrate with Task/Project Tools**

   a. *What it does:* Moves action items straight into your workflow.

   b. *How NoteThis.app helps:* Connect NoteThis.app to Slack, Trello, Asana, or other platforms so new tasks show up instantly post-meeting.

9. **Provide Post-Meeting Summaries Within 24 Hours**

   a. *What it does:* Maintains momentum and accountability—people act while details are fresh.

   b. *How NoteThis.app helps:* Summaries and next steps are emailed immediately to all participants; no need to wait on manual compilation.

10. **Review & Iterate**

   a. *What it does:* Improves future meetings by seeing which topics consistently cause confusion or generate to-dos.

   b. *How NoteThis.app helps:* All meeting transcripts are stored, so you can analyze recurring issues and continuously refine your meeting process.