# A Guide to Convene's Meeting Minutes Feature

Most working professionals would agree that capturing the minutes of a meeting is probably as essential an activity as the meeting itself. However, when it comes to the traditional way of capturing minutes, the notes are usually not stored electronically in a central repository, secured, or backed up—thus increasing chances of data loss or breach of security where sensitive meeting data might be compromised. Thankfully, with new-age digital meeting solutions like Convene, capturing the minutes of a meeting, and sharing them with the participants have become an easy task. The notes are also integrated with the meeting itself, stored centrally, and in a secure way.

How does Convene's Take Meeting Notes feature work?

Listed below are some key features of the **Take Meeting Notes** functionality offered by Convene:

- When a meeting is scheduled in Convene's web portal, the organiser can assign a secretarial role to one member for taking the minutes during the meeting. In the actual meeting, the secretary can use the **Take Meeting Notes** feature in Convene's App Version (Windows or Mac) for taking meeting minutes easily using predefined or custom templates. The **Take Meeting Notes** feature also allows copy-paste functionality in case the user wishes to transfer the notes data from one file to another or from the application to a document and vice-versa.
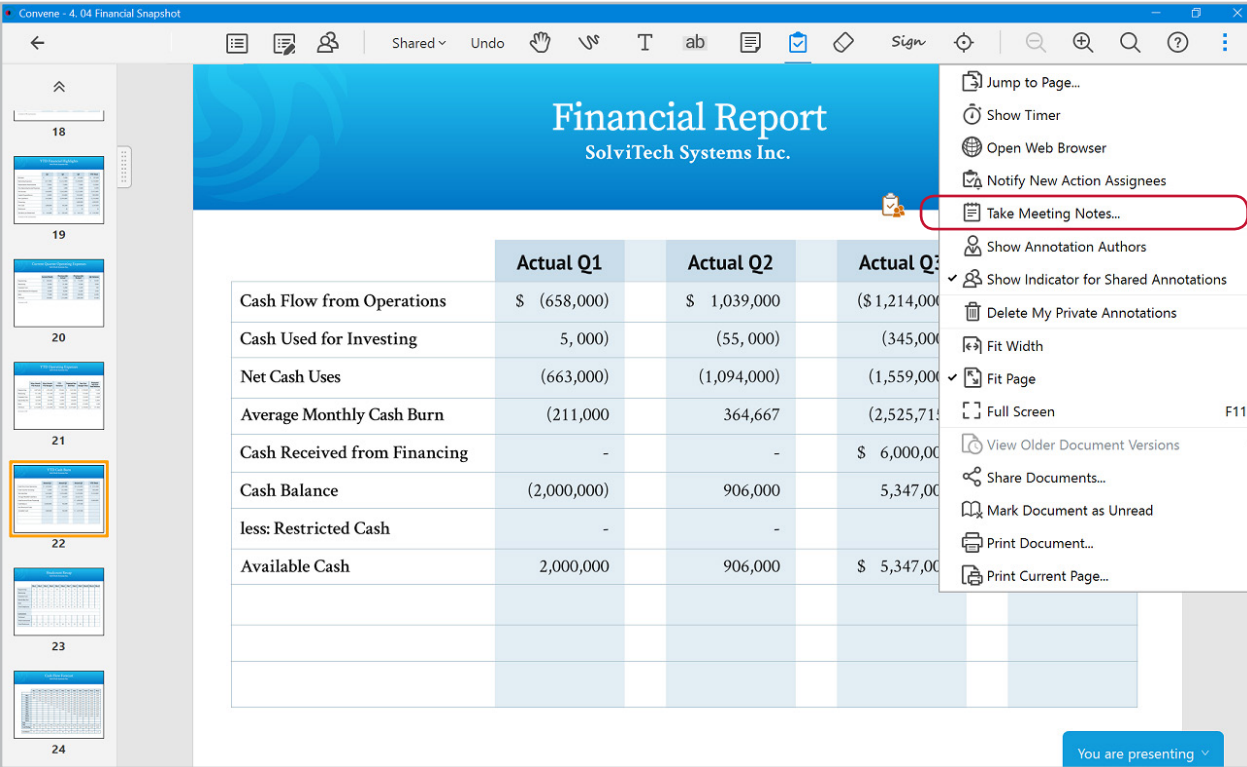

- Convene automatically generates draft meeting minutes in an editable MS-Word format, which can then be edited, formatted, published, and shared with the rest of the board members. Since this data is stored within the meeting environment, any changes to the meeting notes can be easily incorporated and re-shared with the participants.

- In the draft minutes, the **Attendance Register** of the meeting is also available to track participants' attendance, marking their status as *Present*, *Absent* and *Apologies* for those who will not be attending the meeting.

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The draft minutes will contain:

- Automated attendance register
- Secretarial notes that were taken through the **Take Meeting Notes** feature
- Participants' notes
- Voting Items
- Additional Agenda items created during meetings

- Once the minutes are completed, it is possible to send the document to the **Review Room** for approval by the meeting attendees before being finally published.

- Meeting attendees can annotate the minutes if they disagree or wish to highlight any changes. These annotations can be done offline or online.

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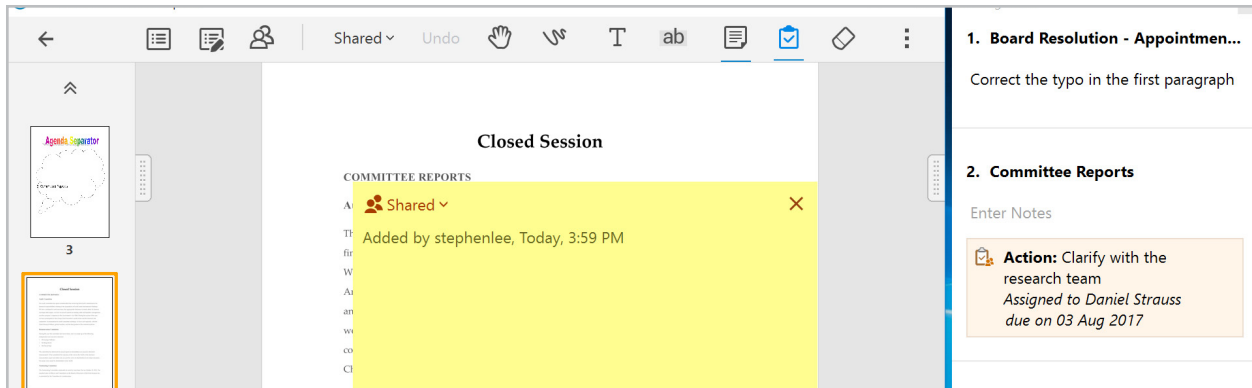
- To set an efficient work flow, a deadline can be added to the review room that is applicable to all participants. After the deadline, it will not be possible to provide any comments and the minutes can be marked as approved by the review administrator.

- The approved minutes can then be added to the meeting pack in the **Minutes** upload section and the pack can be exported for future reference either directly into the **Convene Document Library** or to any other **Document Management System** or to a shared folder.

When it comes to meetings, the **Take Meeting Notes** feature is just one amongst several nifty, user-friendly and productivity boosting features that is offered by Convene. With Convene, expect your organisation to achieve the highest levels of efficiency in organising and managing meetings and any related processes. Convene is a leading and award-winning board portal solution designed specifically for your organisation to incorporate an easy-to-use, seamless, and secure digitalised process of creating and managing meetings and associated meeting materials.

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