Agilisys

www.agilisys.co.uk

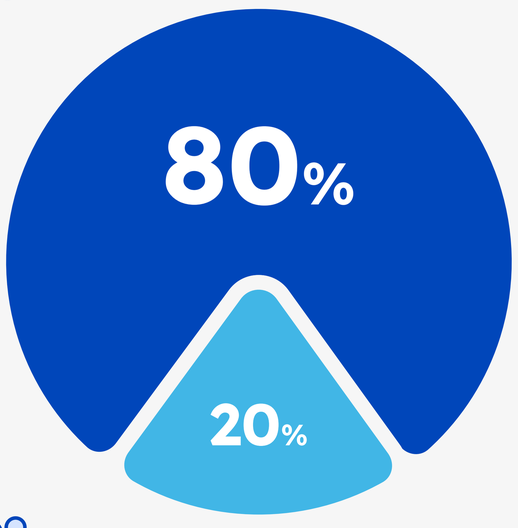
Agilisys Meeting Minutes Tool

Say goodbye to the hassle of note taking during meetings

The Agilisys Meeting Minutes tool lets you concentrate on what matters most – the conversation. Designed for online meetings, the tool captures discussions and provides a summary after the meeting, saving your team on manual note taking.

Saves hours per assessment

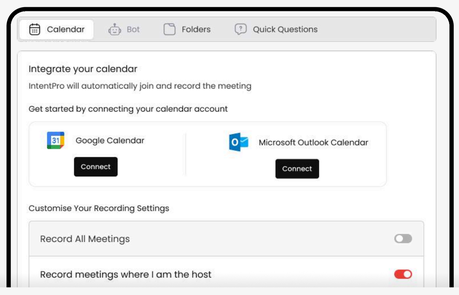
Record and transcribe online meetings



Download and edit meeting summaries

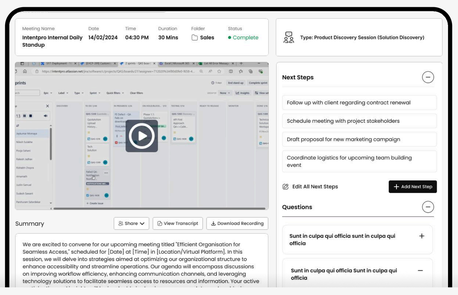
How does the Agilisys Meeting Minutes tool work?

Free up your time - the tool captures and summarises meetings, so you can focus on people, not paperwork.



1. Set up your Meeting Bot

Sync your Meeting Minutes bot to your work calendar and set your preferences.



2. Auto-join & summarise

Your bot will then automatically join online calls and produce meeting summaries after the call.

Your Meeting Minutes Bot: Private and Secure

- Meeting bots **can only join calls once they have been (manually) admitted** into the call
- Meeting bots **can be removed from calls at any time**
- You are in control to **delete recordings and summaries at any time**
- Everything the bot records is **private** to you unless **you choose to share it**.

"Agilisys Meeting Minutes tool means I am not buried in admin after every meeting. I can be fully present with residents."

Adult Social Care Worker, Pilot Council

"It has transformed how quickly and clearly we document meetings. Everything is recorded, and nothing is missed."

Children's Services Manager, Local Authority Partner

SCAN ME

Explore how councils are using Agilisys' GenAI tools

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