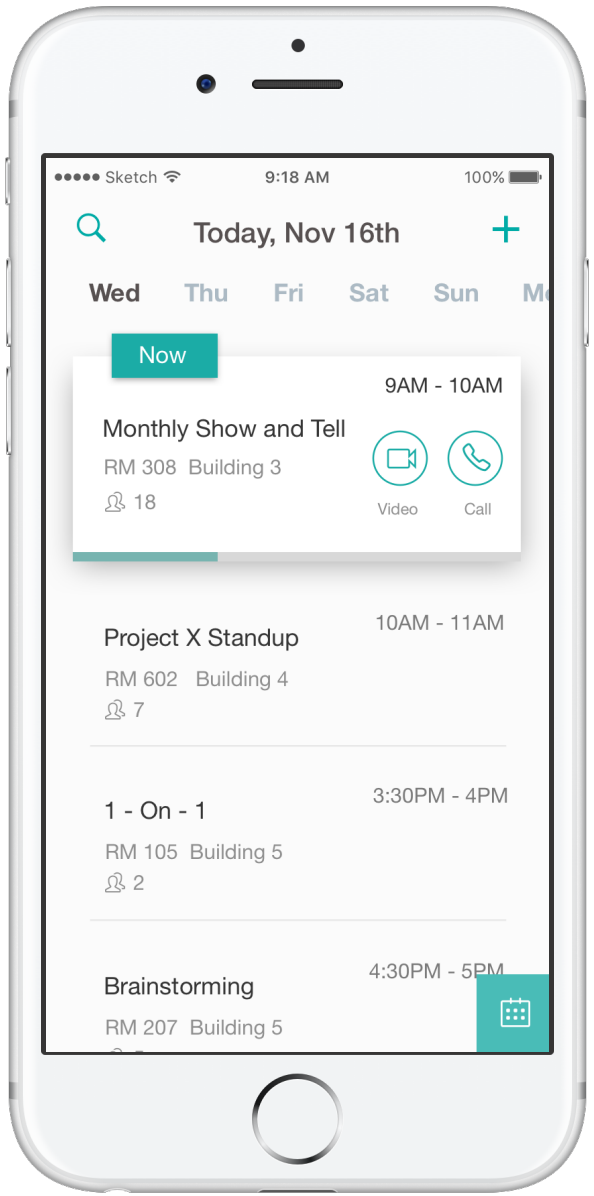
M&M

Meeting Memos

A Way to Ease Your Meeting Life

by Jinyun Zhou



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Meeting Memos



Common Problems:

1. Forget meeting schedules
2. Can’t find dial-in number
3. Meeting notes everywhere
4. Don’t know how to join video call
5. Complicate to schedule a follow-up meeting
6. Complicate to share files with everyone in the meeting

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Solutions:

1. Forget meeting schedules

   Reminder user how soon will the next meeting begin



2. Can't find dial-in number

   One tap to start conference call



3. Meeting notes everywhere

   One place to record meeting notes by speaking or typing



4. Don't know how to join video call

   One tap to start video call



5. Complicate to schedule a follow-up meeting

   One tap to schedule a follow-up meeting with same people around same time



6. Complicate to share files with everyone in the meeting

   One tap to copy everyone to the email list



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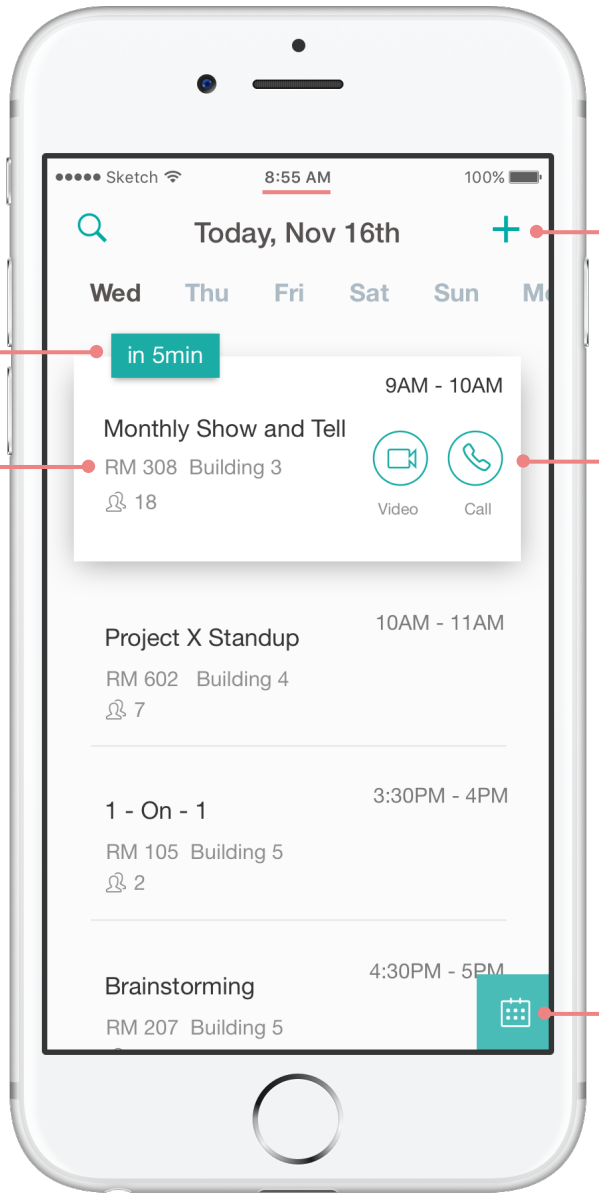
Next Meeting



Show how much time left before the meeting.

Show location, participants number.

Tap to add a meeting.

Since it's only 5 min left, you can dail in or start the video call directly from here.

Switch to calendar view.

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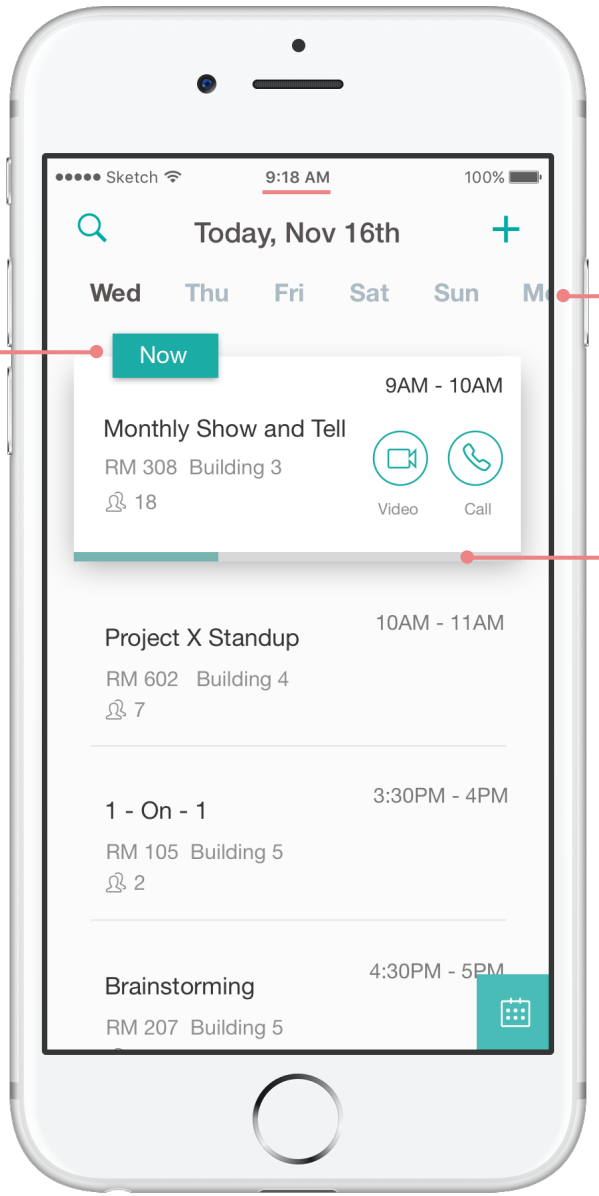
Ongoing Meeting



Ongoing meeting

You can tap or scroll through to see meetings on other dates

Progress bar to show how much time has passed. If 1/2 time has passed, maybe you don't want to show up any more.

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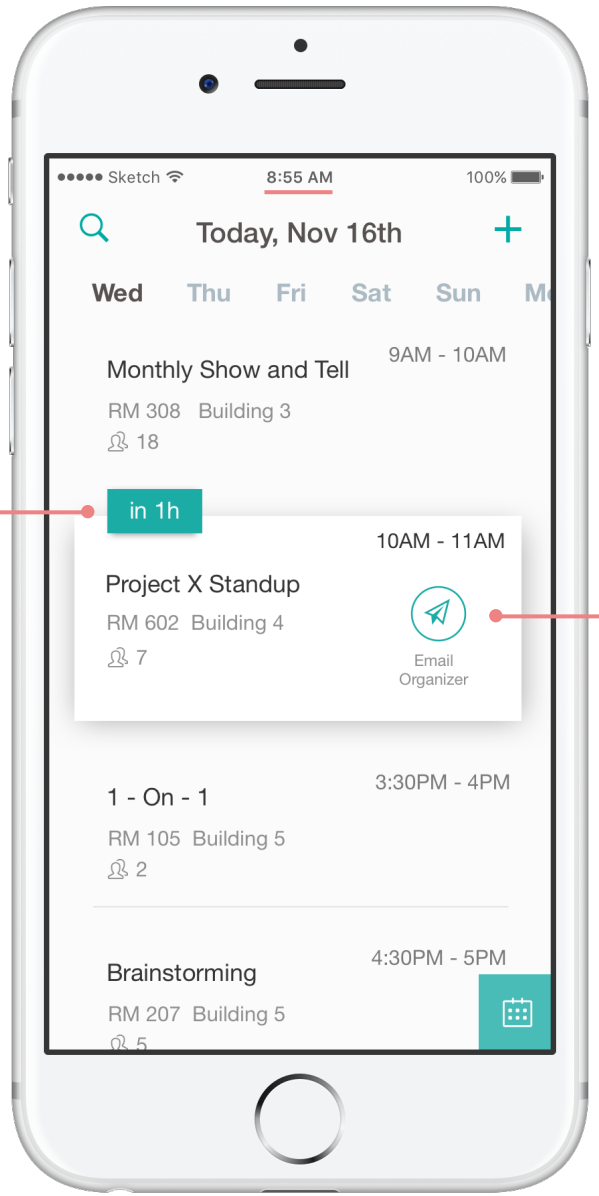
Meeting in 1h

The second meeting is in an hour



Since it's still an hour before the meeting. Maybe you want to email the organizer to cancel it or change a time

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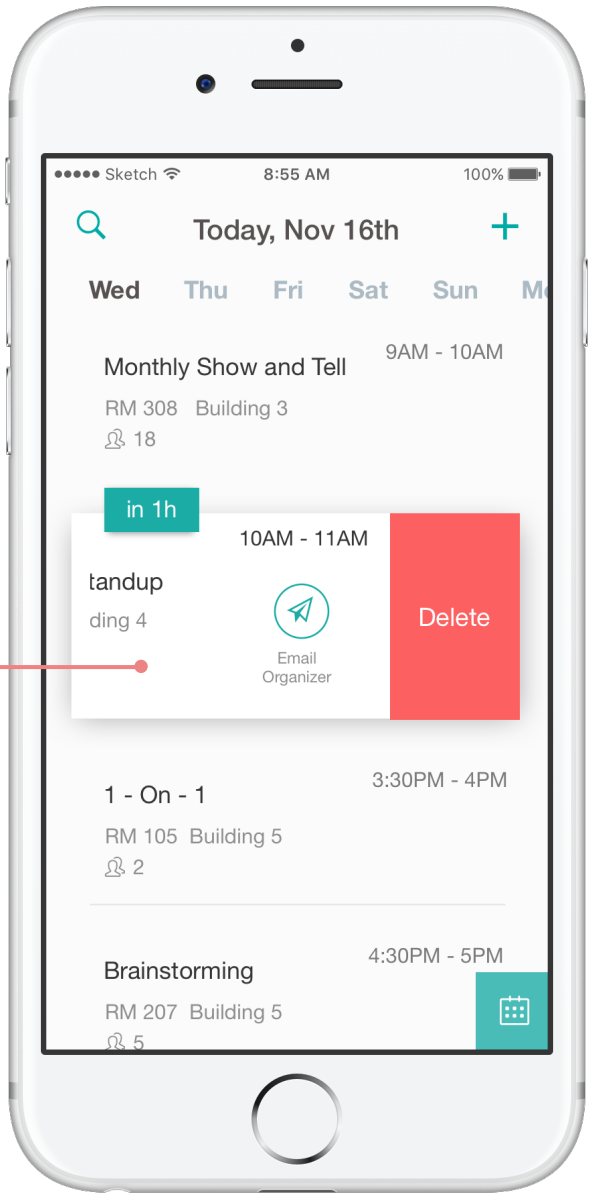
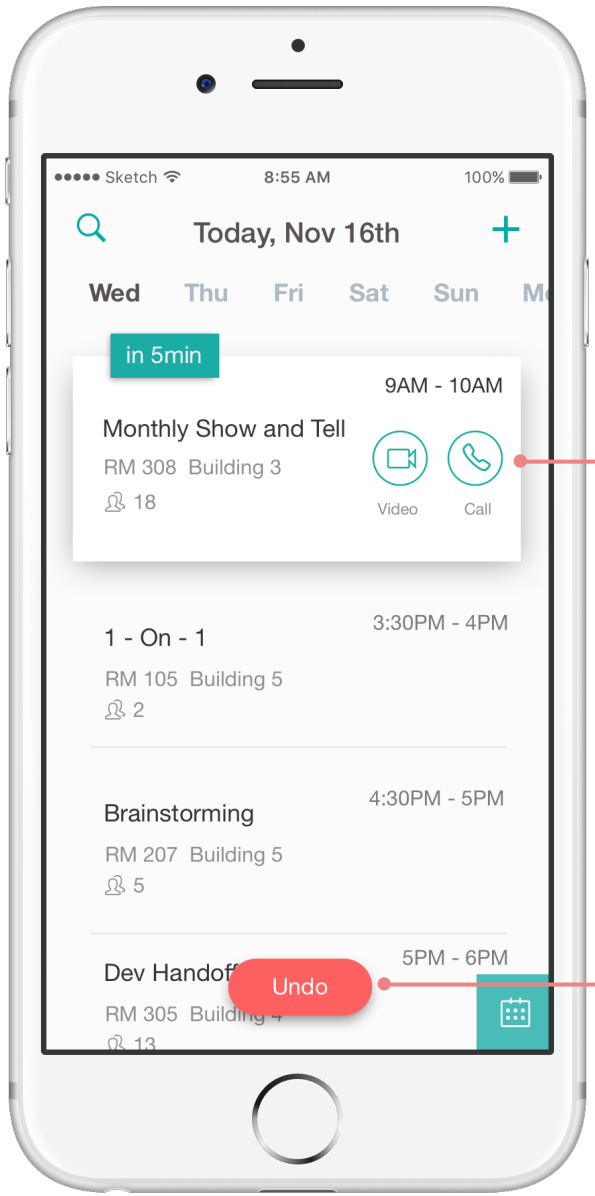
Delete Meeting



Swipe left to delete the meeting



Then the first meeting will be highlighted to remind user

Undo button will show for a second after you delete a meeting

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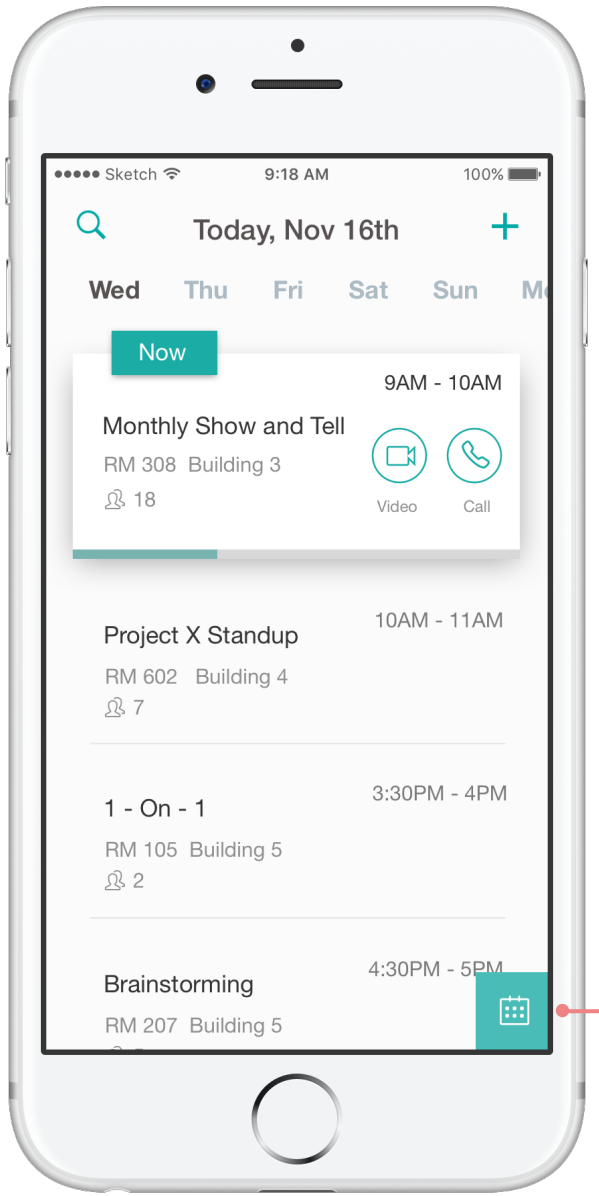
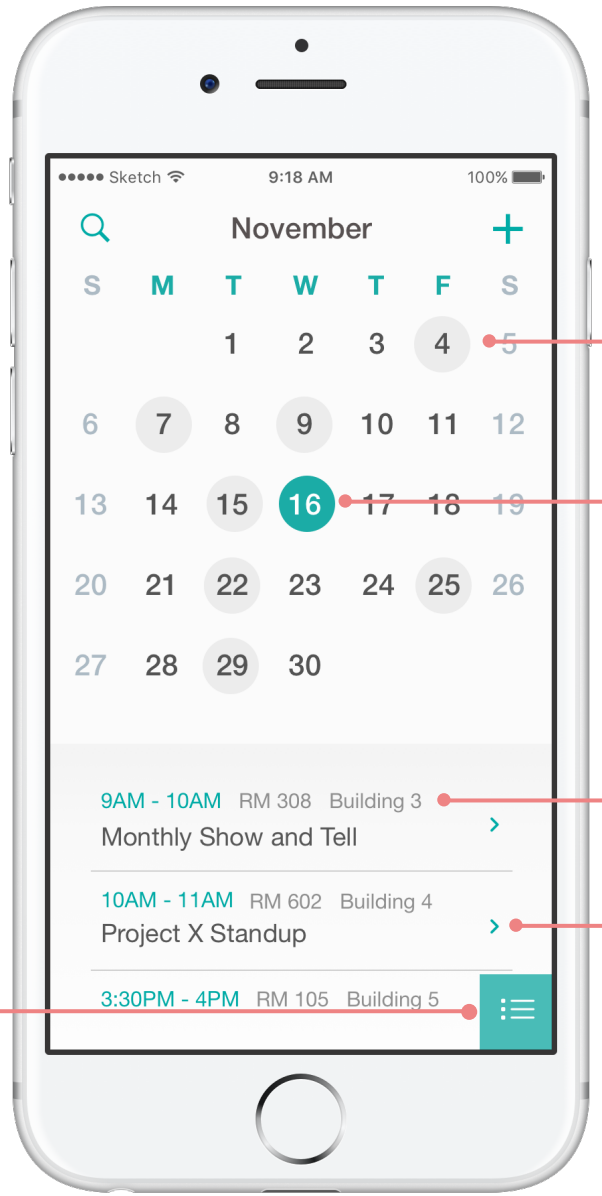
Switch to Different View



Green button at bottom to switch between calendar view and list view



Have meetings

Today

Time & Location

Drill down to see details

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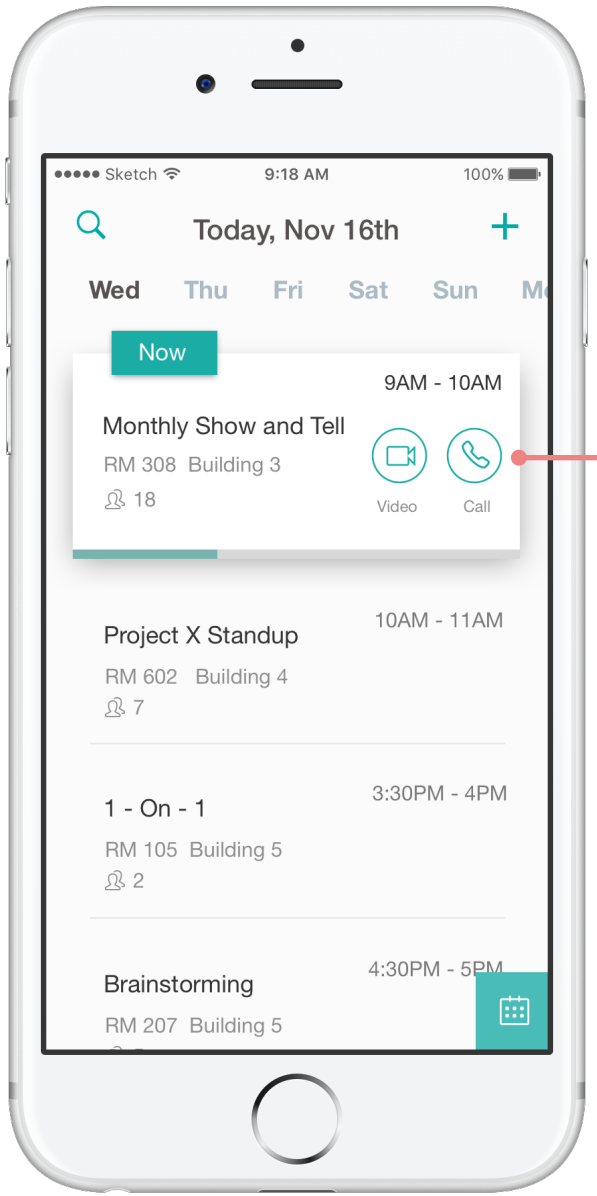
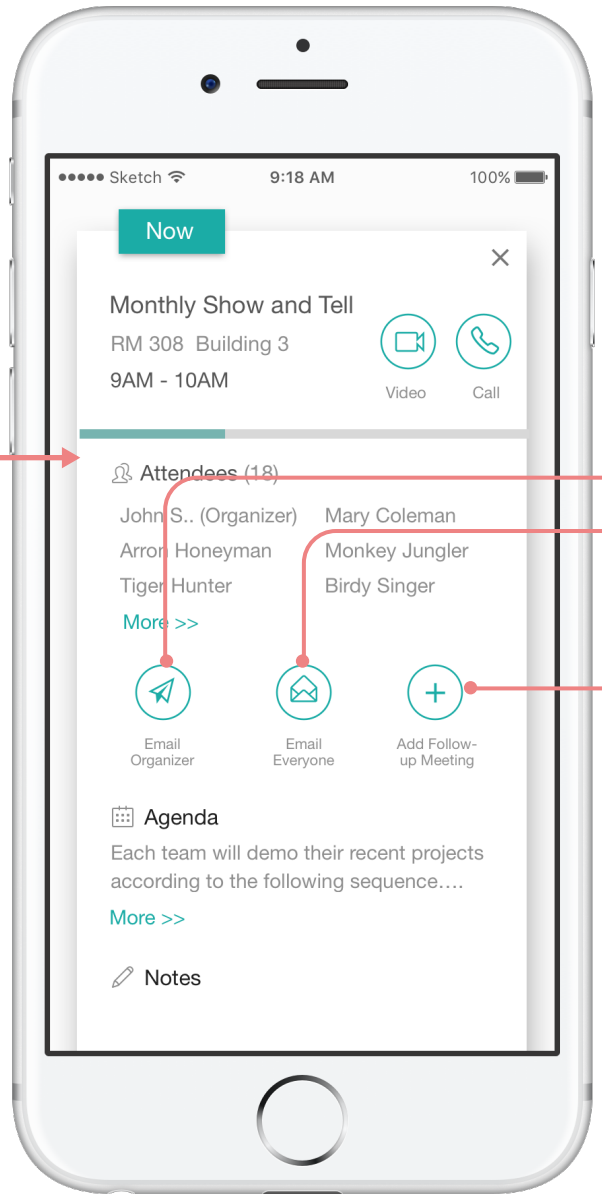
Meeting Details





Email Organizer

Share files with all attendees

Easily set up follow-up meetings with same attendees around same time

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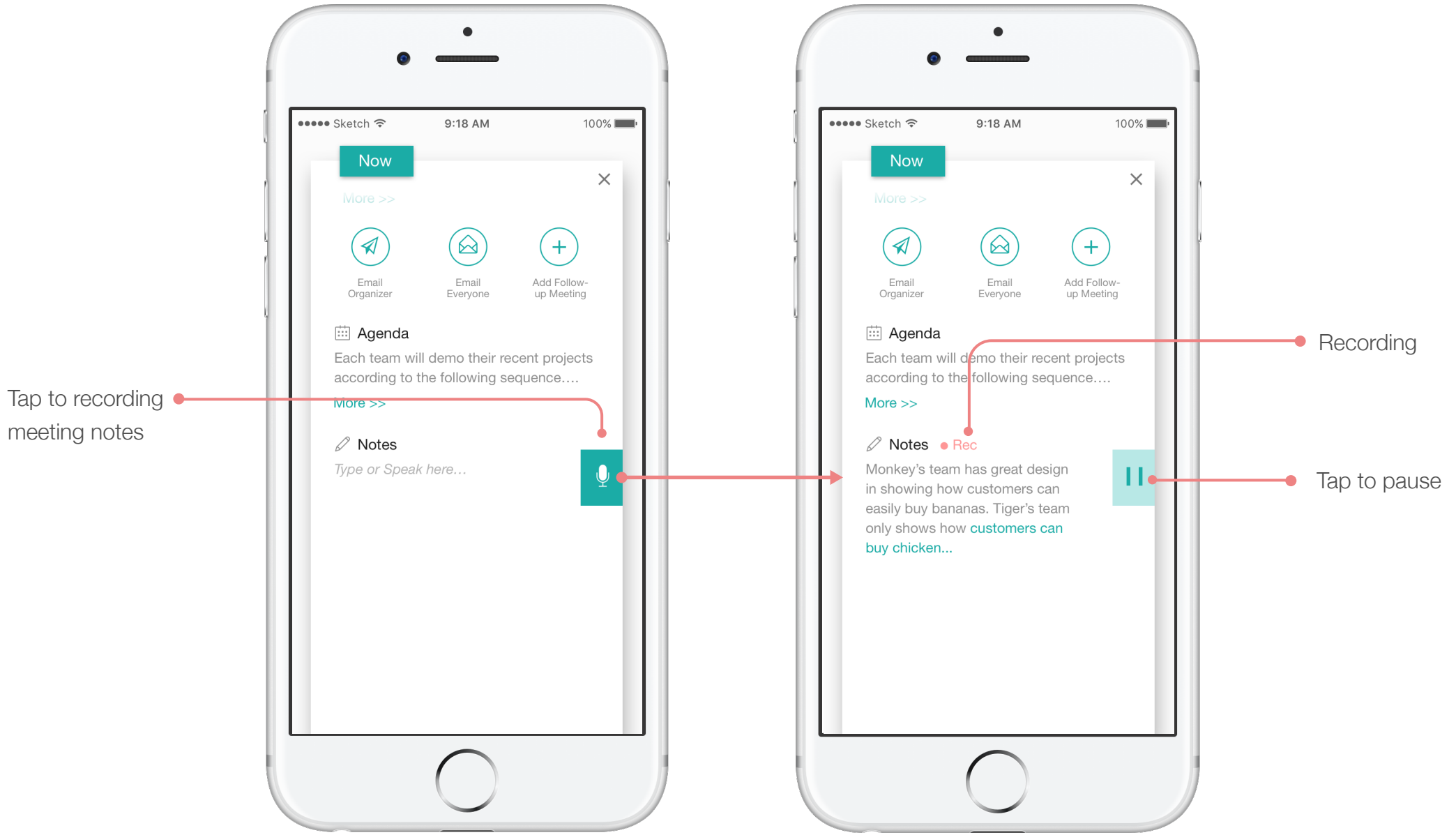
Record Meeting Notes



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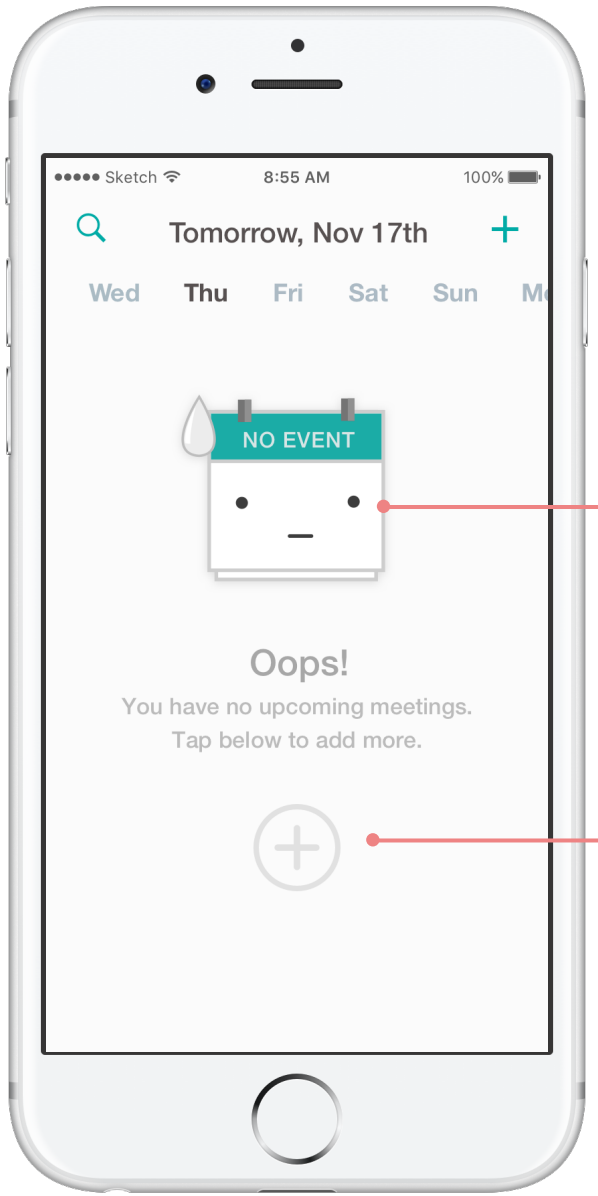
When Nothing on Your Calendar



When nothing is on your schedule that day, a cute graphic will pop up.

Tap to add meetings.