

Meeting Management System

Feature

Structured agendas, smart summaries, and meetings that actually move things forward

Epic's **Meeting Management System** transforms how organisations plan, run, and follow up on meetings—replacing scattered notes and forgotten action items with a structured, deadline-driven workflow. Whether it's a leadership review, project check-in, or compliance audit, this feature ensures every meeting has purpose, accountability, and a clear path forward.

And with AI-enabled summarised transcripts, you don't just capture what was said—you distil what matters.





Key Functions

- Customisable Meeting Templates: Create templates for different meeting types—Board Reviews, Site Audits, Team Check-ins, Strategy Sessions—each with tailored agenda items, contributors, and expected outcomes.
- Live Agenda Tracking: Assign agenda items to contributors with deadlines and commentary. Track progress before, during, and after the meeting.
- Attendance & Contribution Logs: Record who attended, who contributed, and what was discussed—creating a transparent trail for accountability and follow-up.
- AI-Enabled Summarised Transcripts: After the meeting, Epic’s AI generates a concise, context-aware summary based on the meeting type. Whether it’s a strategic recap, operational highlights, or compliance actions, the summary is tailored to what matters most.
- Prompt-Based Summary Refinement: Users can prompt the AI to refine the transcript—e.g., “Summarise key risks discussed,” or “Highlight decisions made”—making post-meeting documentation faster and more relevant.
- Action Item Assignment: Tasks arising from the meeting can be assigned immediately, with deadlines and notifications—ensuring momentum doesn’t stop when the meeting ends.
- Report Generation: Export full meeting reports, summaries, and action logs to PDF or Excel—ideal for leadership reviews, audits, or stakeholder updates.
- Mobile App Enabled: Access agendas, contribute updates, and review summaries on the go—perfect for distributed teams and site-based managers.