Scenario
ABC Suites (Pty) Ltd

Too many meetings, too long - and nothing happened afterwards.

ABC Suites (Pty) Ltd | Candy Wrapper, CEO

The Challenge

Candy Wrapper declared war on meeting inefficiency.

Meetings at ABC Suites were too frequent, too long and poorly planned, with vague agendas and last-minute invites.

Minutes were late or inaccurate, decisions and actions slipped, and records were scattered across platforms – leading to more meetings instead of clear outcomes.



What they did

1. **Structured every meeting.** A standard format with a clear purpose, agenda and pre-reading shared in advance, and attendees invited in good time.

2. **Captured minutes and actions live.** Attendees challenge and refine the minutes in the meeting itself; tasks and decisions are assigned in Epic with deadlines.

3. **Let Copilot do the write-up.** Recordings are transcribed and Copilot produces a summary tailored to the meeting type; managers see the full meeting history in one click.



The Result

Shorter meetings, and actions that actually get done.

Meetings at ABC Suites are now lean, purposeful and outcome-driven. Staff spend less time talking and more time executing, with clarity, confidence and shared accountability.

"From calendar clutter to strategic clarity."