Feature

Meetings that end in action.

Smart agendas, and AI summaries of who does what.

The Problem

Meetings run on scattered notes, last-minute invites and vague agendas.

Minutes arrive days later, if at all, and decisions get disputed.

Action items are forgotten as soon as people leave the room, so the same issues come back at the next meeting.



What Changes

Every meeting has a clear purpose, agenda and pre-reading

Minutes and decisions agreed in the room, not days later

Every action has an owner and a deadline

How it works

What you get	How Epic does it
Set up in minutes	Date, time, agenda, chairperson, minute taker and internal or external attendees
Templates for every meeting type	Board reviews, site audits, check-ins and strategy sessions, with recurring series
Arrive prepared	Pre-reading documents attached to the meeting
Live minutes	Attendees see minutes as they’re typed; attendance register pulled in automatically
Actions that stick	Tasks assigned in the meeting with deadlines and notifications
AI-enabled summaries	Copilot turns your transcript into an executive summary, minutes or decision list – prompt it to refine
Full history and reports	Agendas, minutes, transcripts and actions in one place; export to PDF or Excel
On the go	View agendas, contribute updates and review summaries on mobile





"From calendar clutter to strategic clarity."