iSIFT USER MANUAL

Booking, minutes and action items

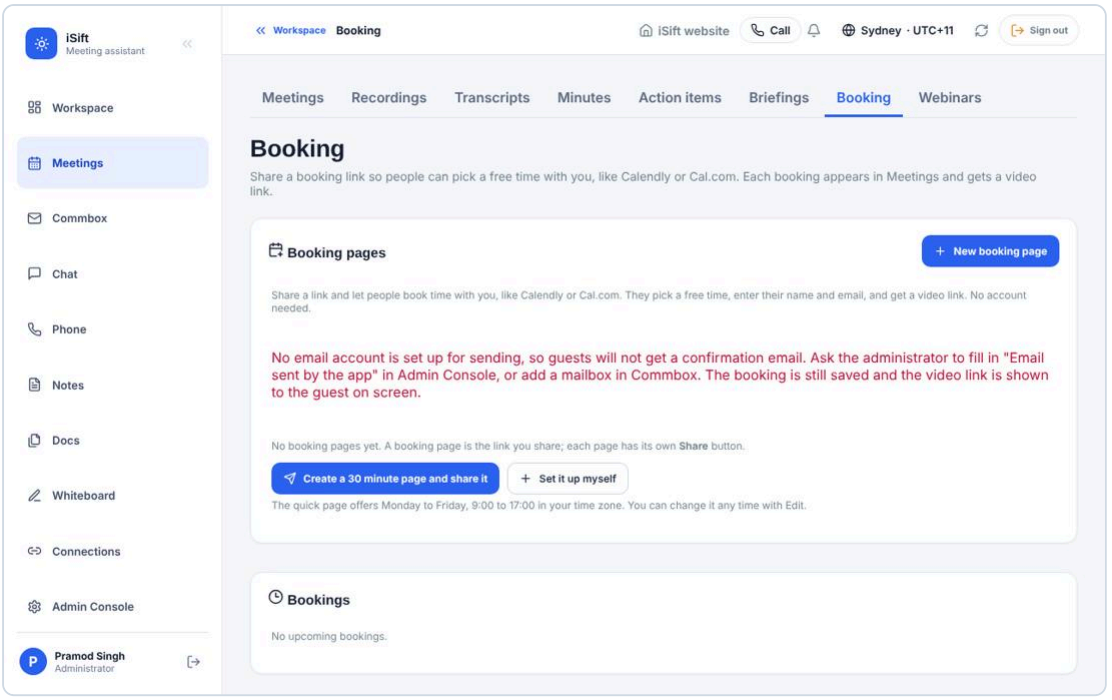
Let people book time with you, then turn each meeting into reviewed minutes, owned action items and a morning briefing.

1. Your booking page
2. Meetings list and minutes
3. Action items
4. Morning briefing

1 Your booking page

Go to Meetings, Booking. Create a booking page, set your weekly hours, meeting length and notice. People pick a free time with no account and get a video link.

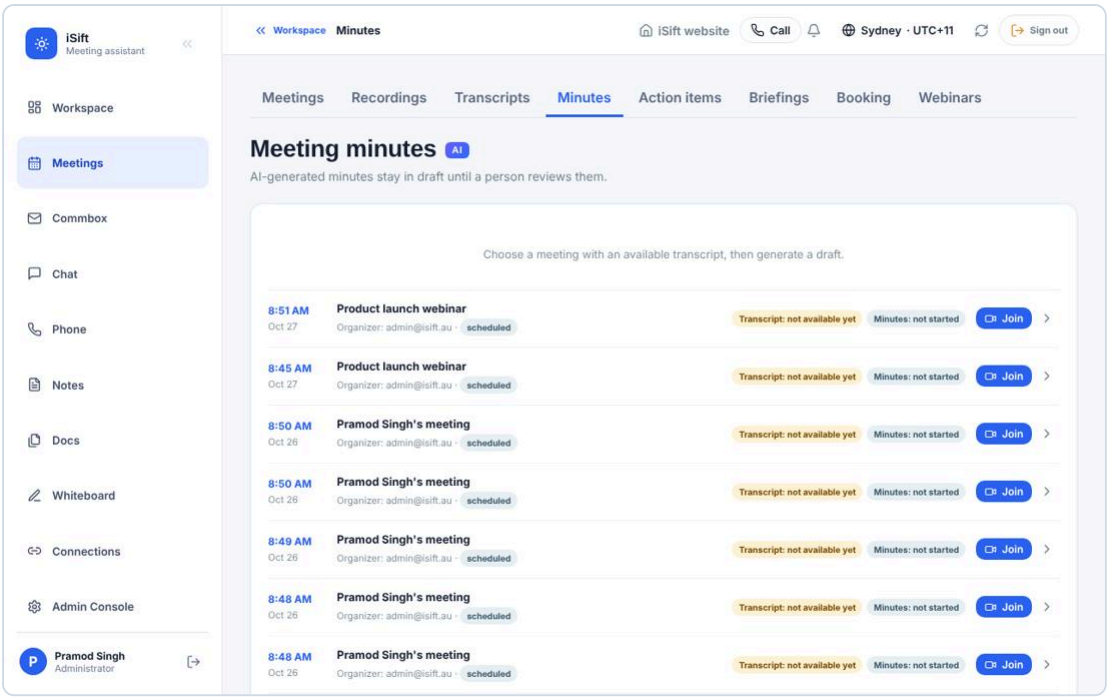
> **Good to know:** Mail must be connected for confirmation emails.



2 Meetings list and minutes

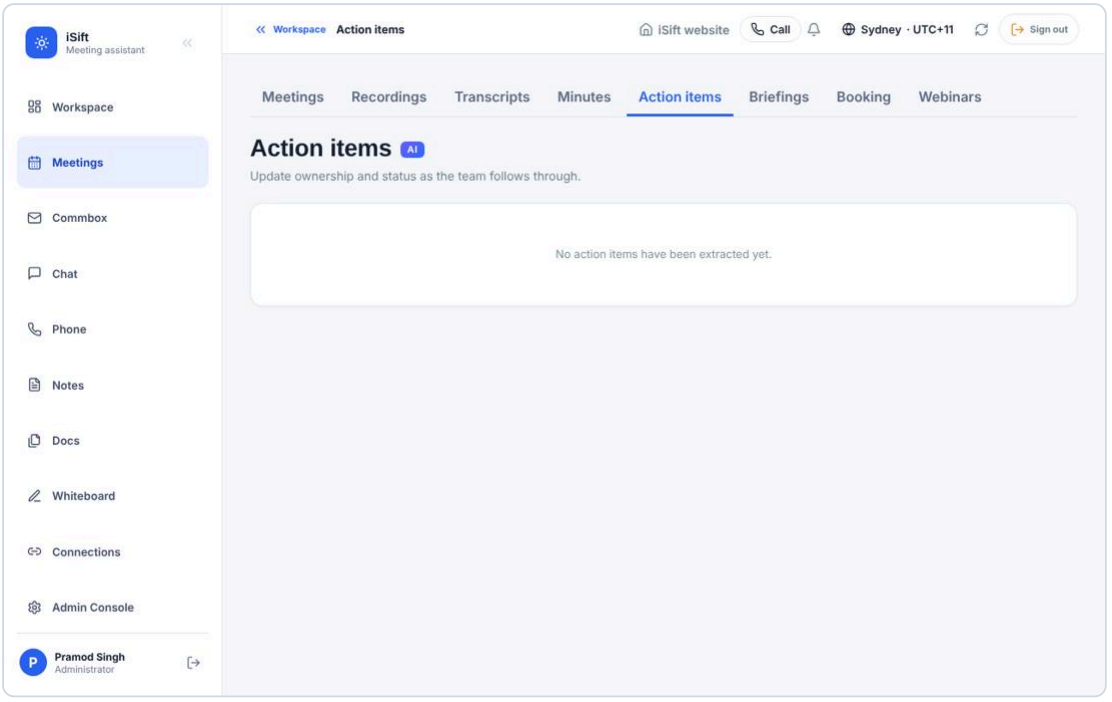
Meetings that have a transcript can have minutes drafted. Open Minutes to see each meeting and its status.

> **Good to know:** Minutes are drafts. A person reviews and approves them before they go out.



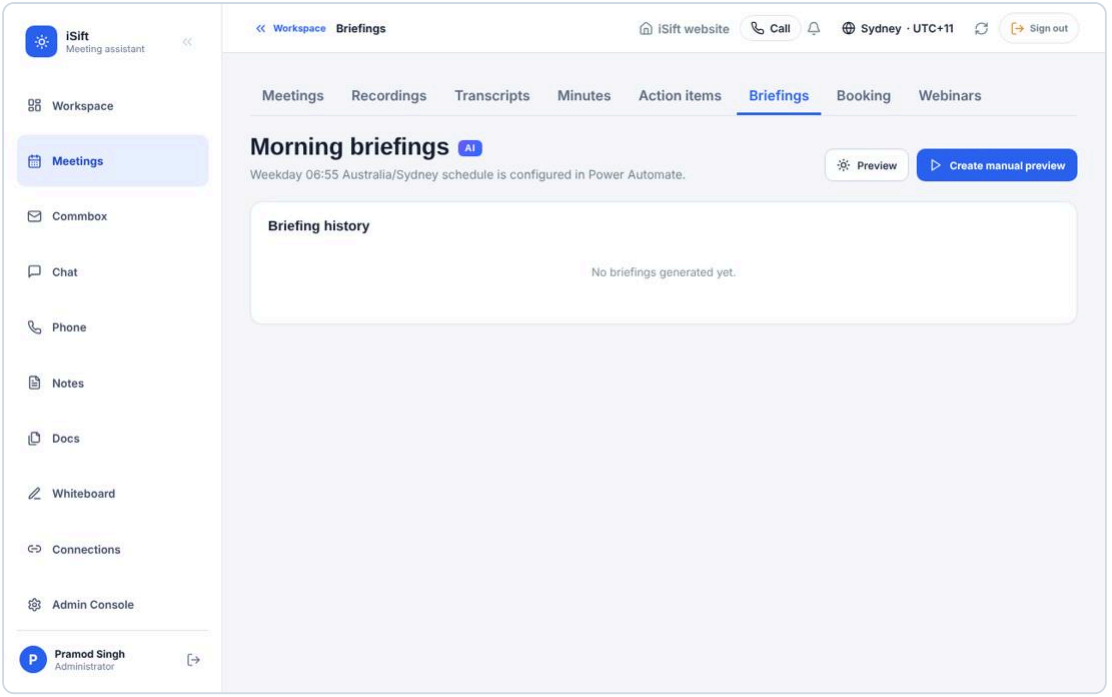
3 Action items

Action items from approved minutes appear here with an owner and a due date, so follow-up does not depend on someone's notebook.



4 Morning briefing

Briefings prepare you for the day: what is on and what is still open. Use Preview to see one without sending it.



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