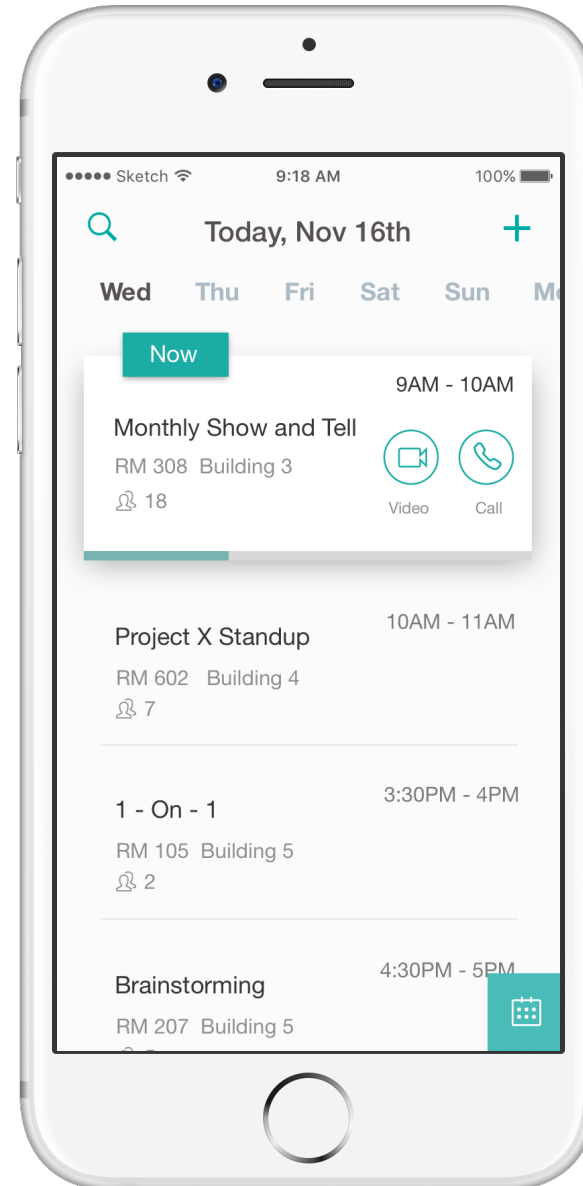


M&M

Meeting Memos

A Way to Ease Your Meeting Life

by Jinyun Zhou



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



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 ----- 

Next Meeting

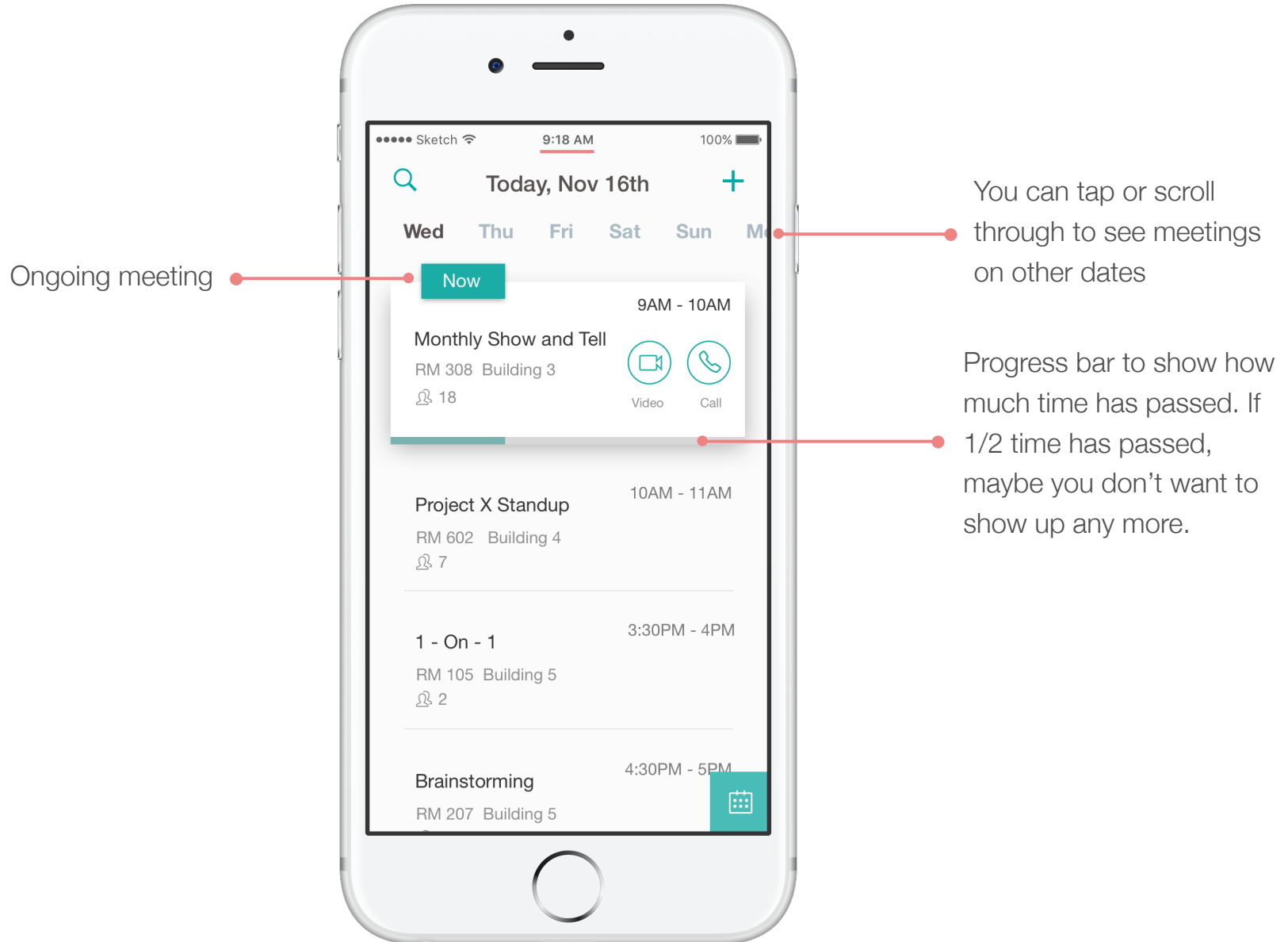
The image shows a smartphone screen with a meeting list. The status bar at the top shows 'Sketch', signal strength, '8:55 AM', and '100%' battery. The main header is 'Today, Nov 16th' with a search icon on the left and a '+' icon on the right. Below the header are tabs for 'Wed', 'Thu', 'Fri', 'Sat', 'Sun', and 'Mon'. The meeting list includes:

- Monthly Show and Tell** (9AM - 10AM): RM 308 Building 3, 18 participants. Includes 'Video' and 'Call' icons.
- Project X Standup** (10AM - 11AM): RM 602 Building 4, 7 participants.
- 1 - On - 1** (3:30PM - 4PM): RM 105 Building 5, 2 participants.
- Brainstorming** (4:30PM - 5PM): RM 207 Building 5.

Annotations with red lines point to specific UI elements:

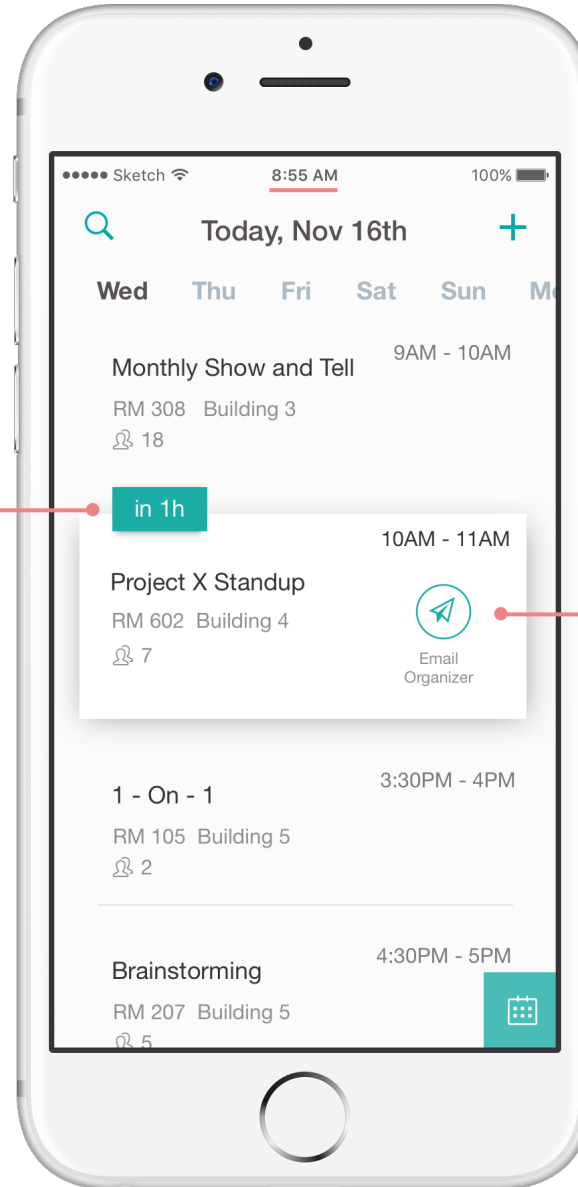
- 'Tap to add a meeting.' points to the '+' icon in the top right.
- 'Show how much time left before the meeting.' points to the 'in 5min' badge.
- 'Show location, participants number.' points to the location and participant count for the first meeting.
- 'Since it's only 5 min left, you can dial in or start the video call directly from here.' points to the 'Video' and 'Call' icons.
- 'Switch to calendar view.' points to a calendar icon in the bottom right corner.

Ongoing Meeting



Meeting in 1h

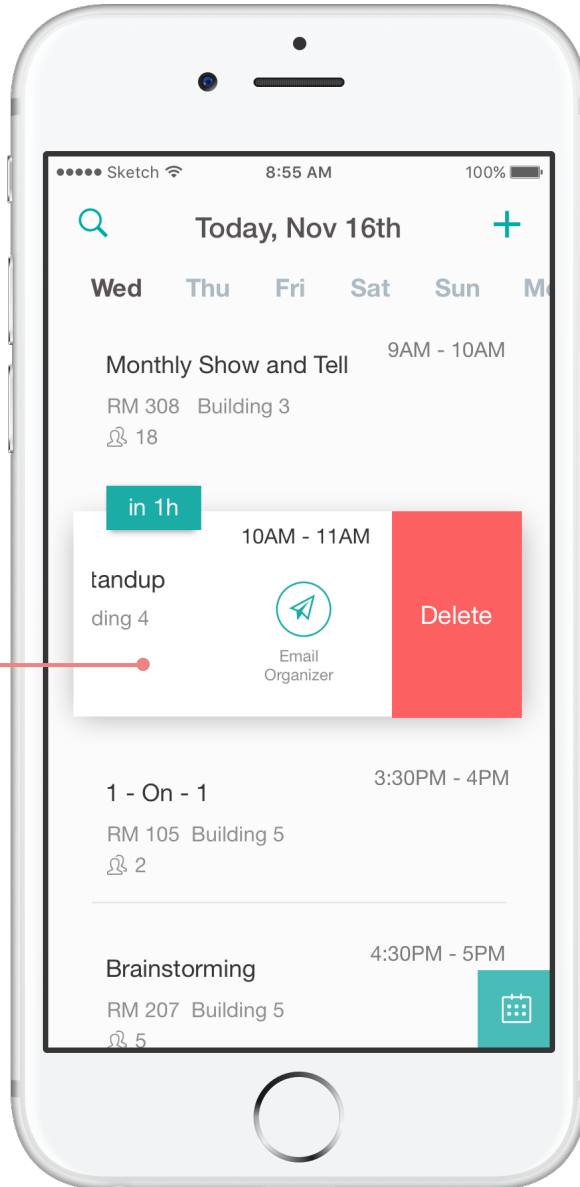
The second meeting is in an hour



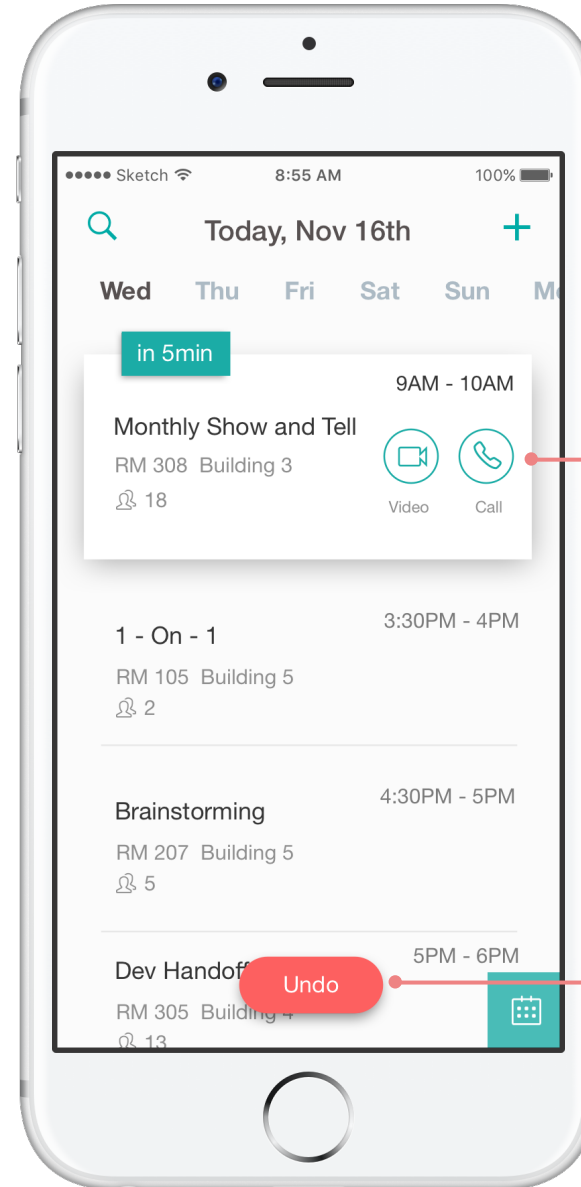
Since it's still an hour before the meeting. Maybe you want to email the organizer to cancel it or change a time

Delete Meeting

Swipe left to delete the meeting

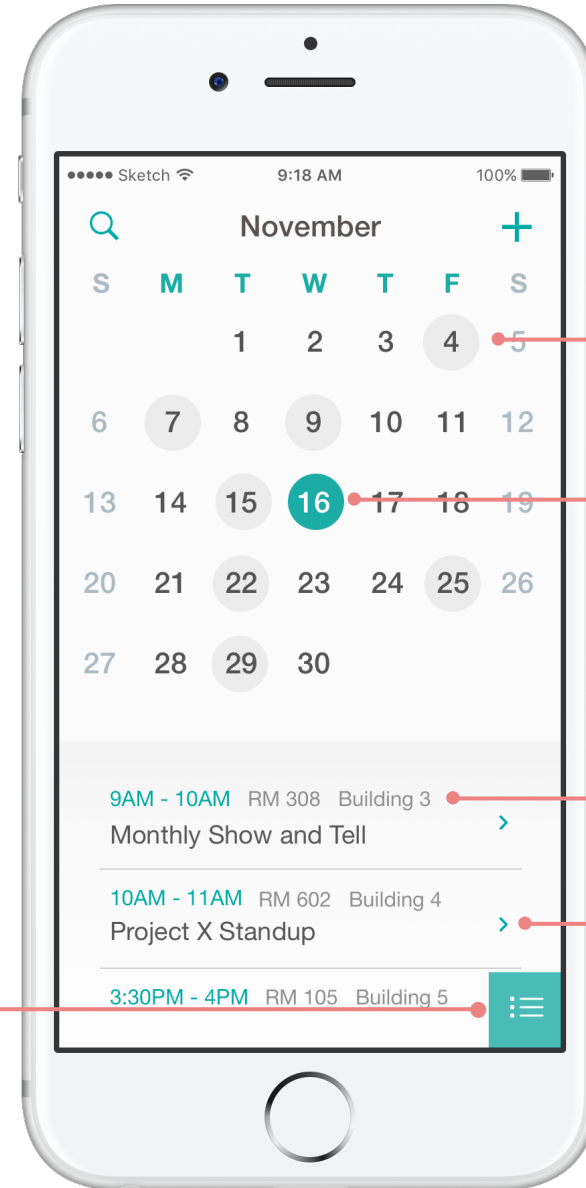
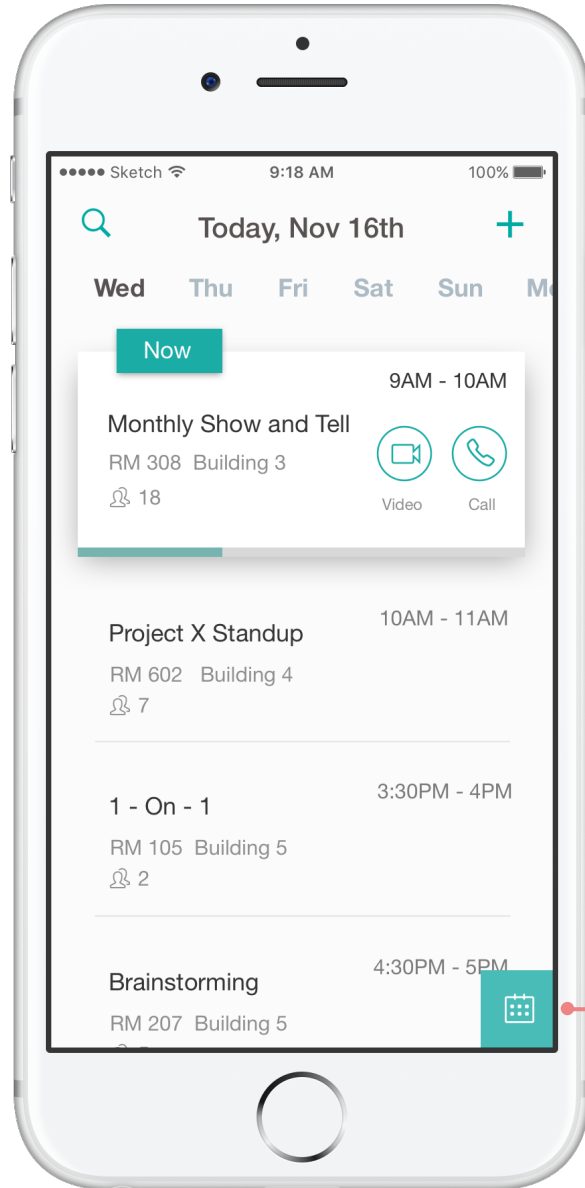


Then the first meeting will be highlighted to remind user



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

Switch to Different View



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

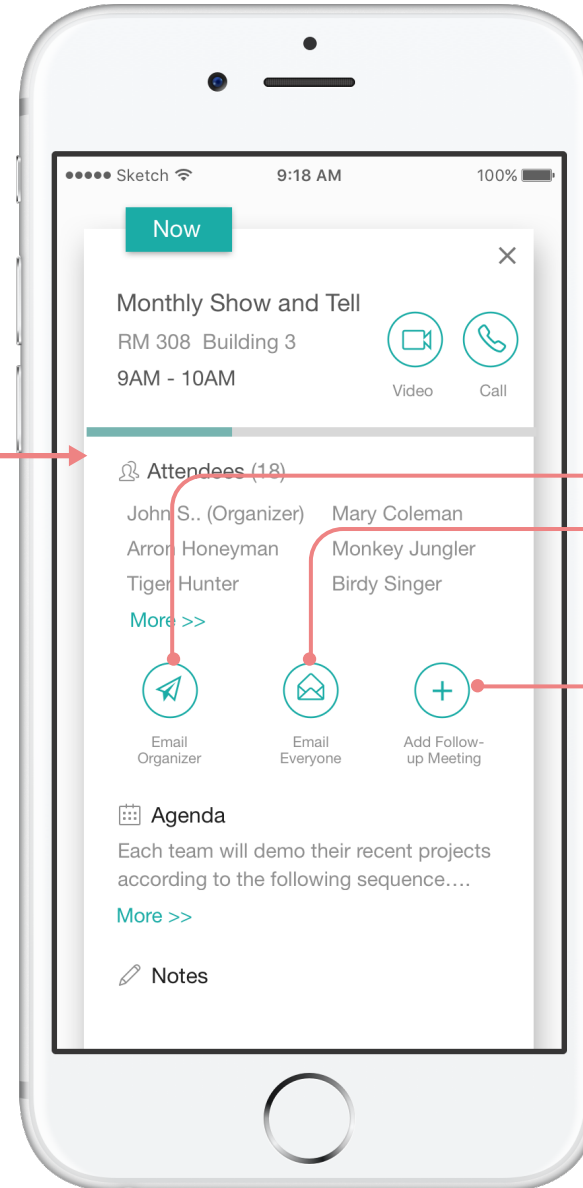
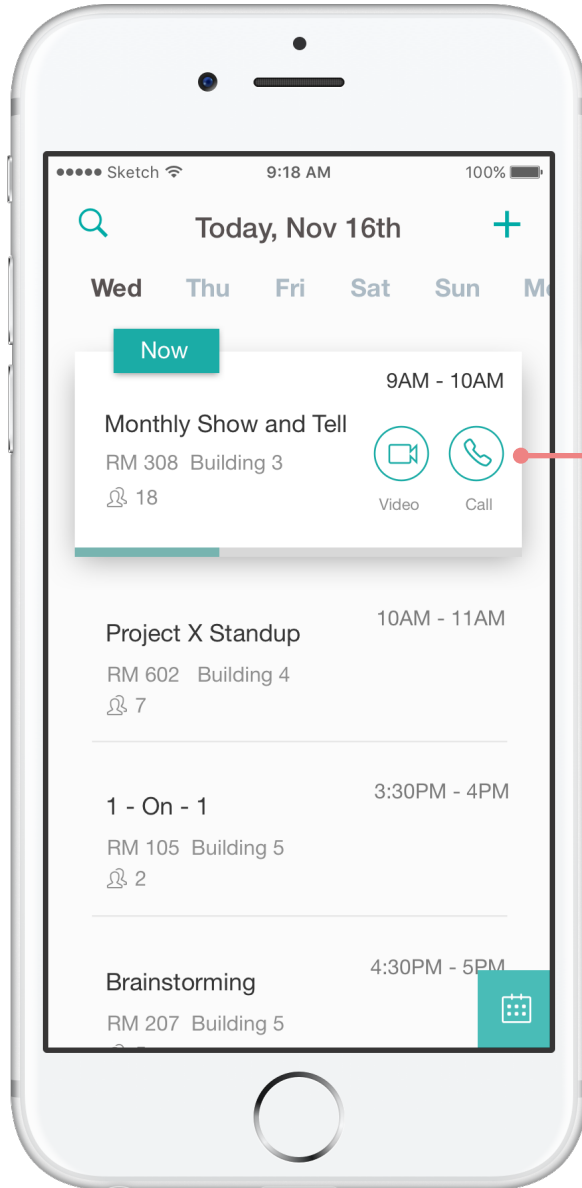
Have meetings

Today

Time & Location

Drill down to see details

Meeting Details



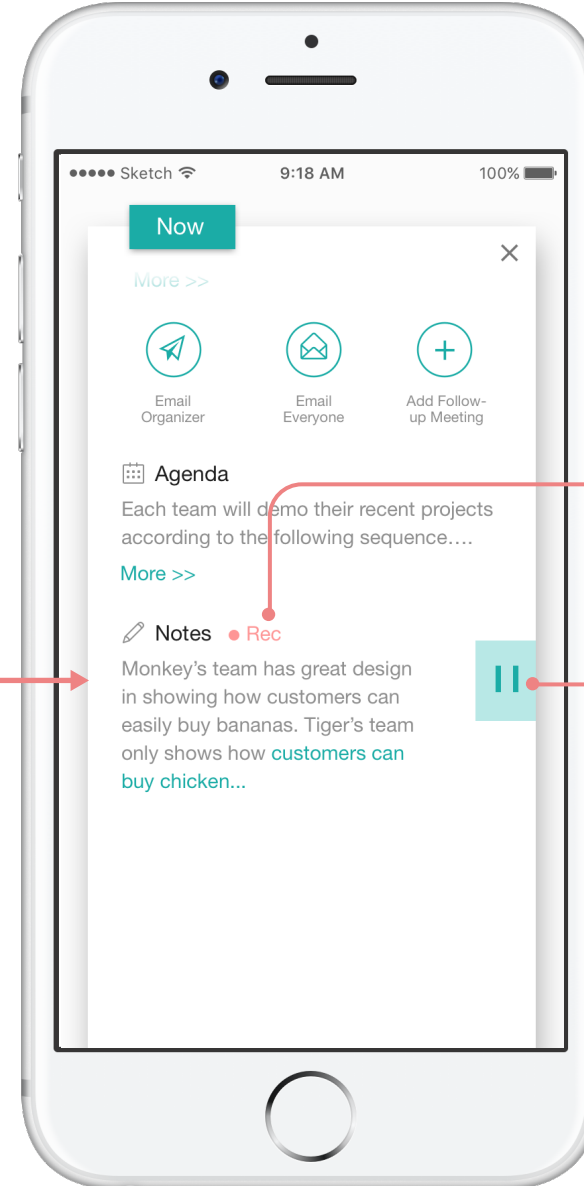
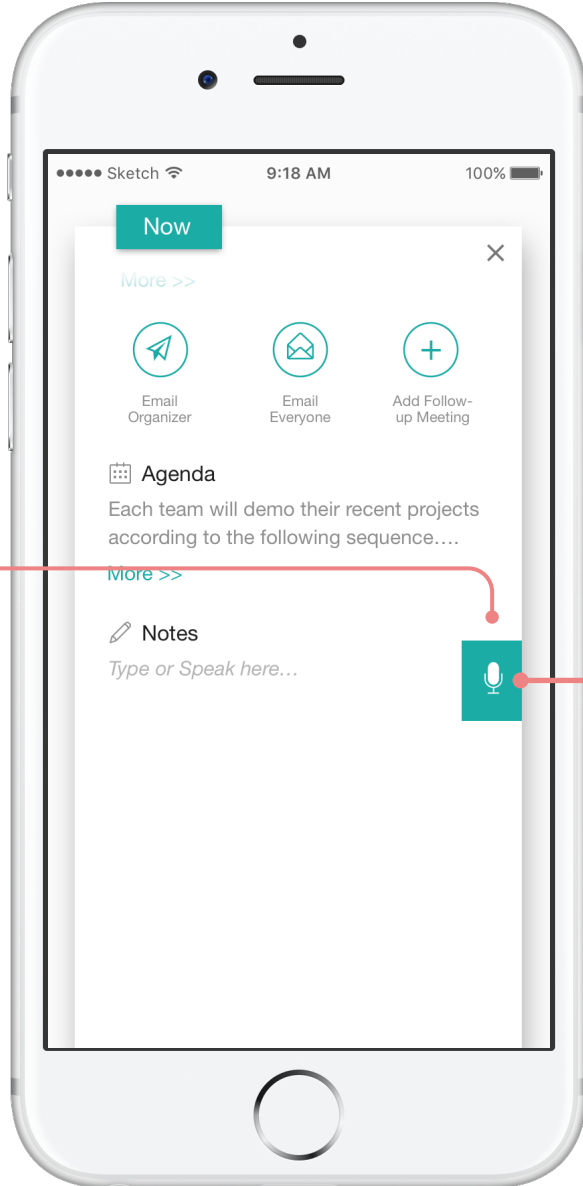
Email Organizer

Share files with all attendees

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

Record Meeting Notes

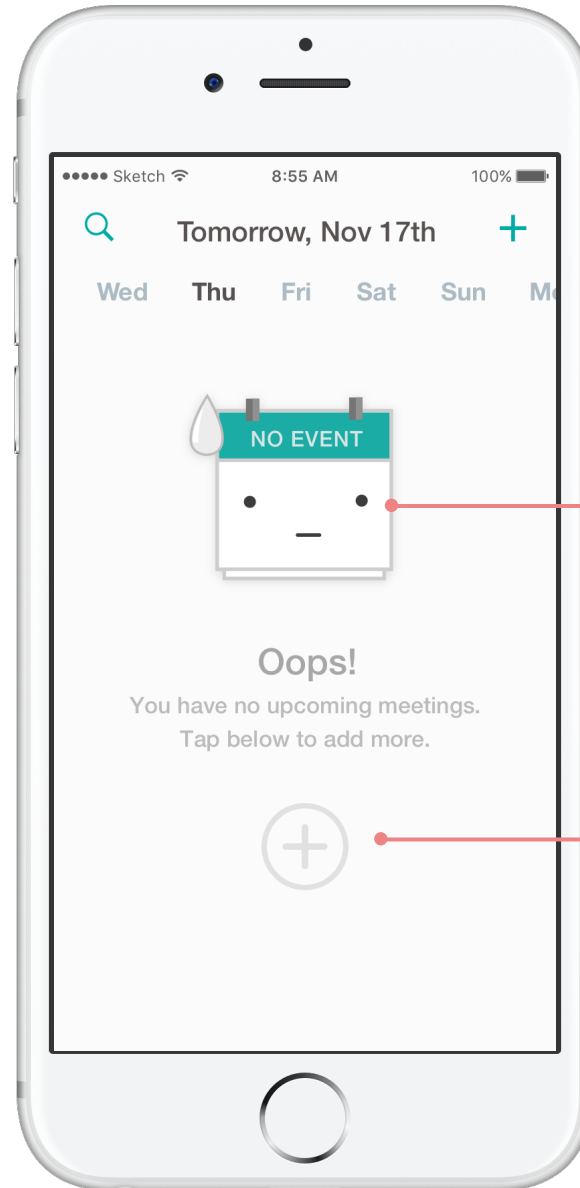
Tap to recording meeting notes



Recording

Tap to pause

When Nothing on Your Calendar



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

Tap to add meetings.

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The End Questions?

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