

Basic

Date: Mon, Apr 16, 2012, 3:00 PM - 4:00 PM

Location: Infinite Loop 1

Minute Taker: John Appleseed

Attendees: Florian Mielke, John Appleseed

No.	Tag	Title	Remark	Responsible	Due
1	Statement	Concept	MinuteTaker is based on the "Action-Item-Method". With that, all results and decisions of a meeting will be recorded as "Action Items" in a meeting minute. You can collect multiple meeting minutes, e.g. for projects or recurring meetings, within a workbook.		
2	Recommendation	Workbook	Initially a workbook is named for it's first meeting minute, but can be changed afterwards.		
3	Recommendation	Meeting Minute	Beside the title of a meeting you can add the following information: - Date of meeting - Location of the meeting - Attendees - Minute Taker		
4	Recommendation	Action Items	In addition to the actual text you can add the following information to an action item: - Text - Title / Keyword - Category (e.g. Action, Recommendation, Decision, ...) - Responsible person - Due Date - Attachments		
5	Action	Action Item Status	If an action item has a due date assigned it can have the following status: 1. Open: The action item still needs to be done and the the due date is in the future. 2. Done (Green): The action item is done. 3. Overdue (Red): The action item still needs to be done and the due date is in the past.	John Appleseed	4/14/11 (overdue)

Views

Date: Tue, Apr 17, 2012, 4:10 PM - 5:55 PM

Location: Infinite Loop 1

Minute Taker: John Appleseed

Attendees: Florian Mielke, John Appleseed

No.	Tag	Title	Remark	Responsible	Due
1	Statement	Workbook overview	<p>The app starts with an overview of your workbooks.</p> <p>Rename: Tap on the title of a workbook and type a new name. If the workbook contains just one meeting minute, that will be renamed as well.</p>		
2	Statement	Meeting Minutes View	<p>This view is divided into 3 areas:</p> <p>Left: A list of all meeting minutes Middle: A list of all meeting minutes and their action items. Right: The action item edit view</p> <p>The middle and left view behave like a stack, so they can be dragged from the left to the right. With that you can edit an action item and search another action item at the same time.</p> <p>To close the edit view just drag the action item list (middle) the right most of the screen and drop your finger.</p>		

Create

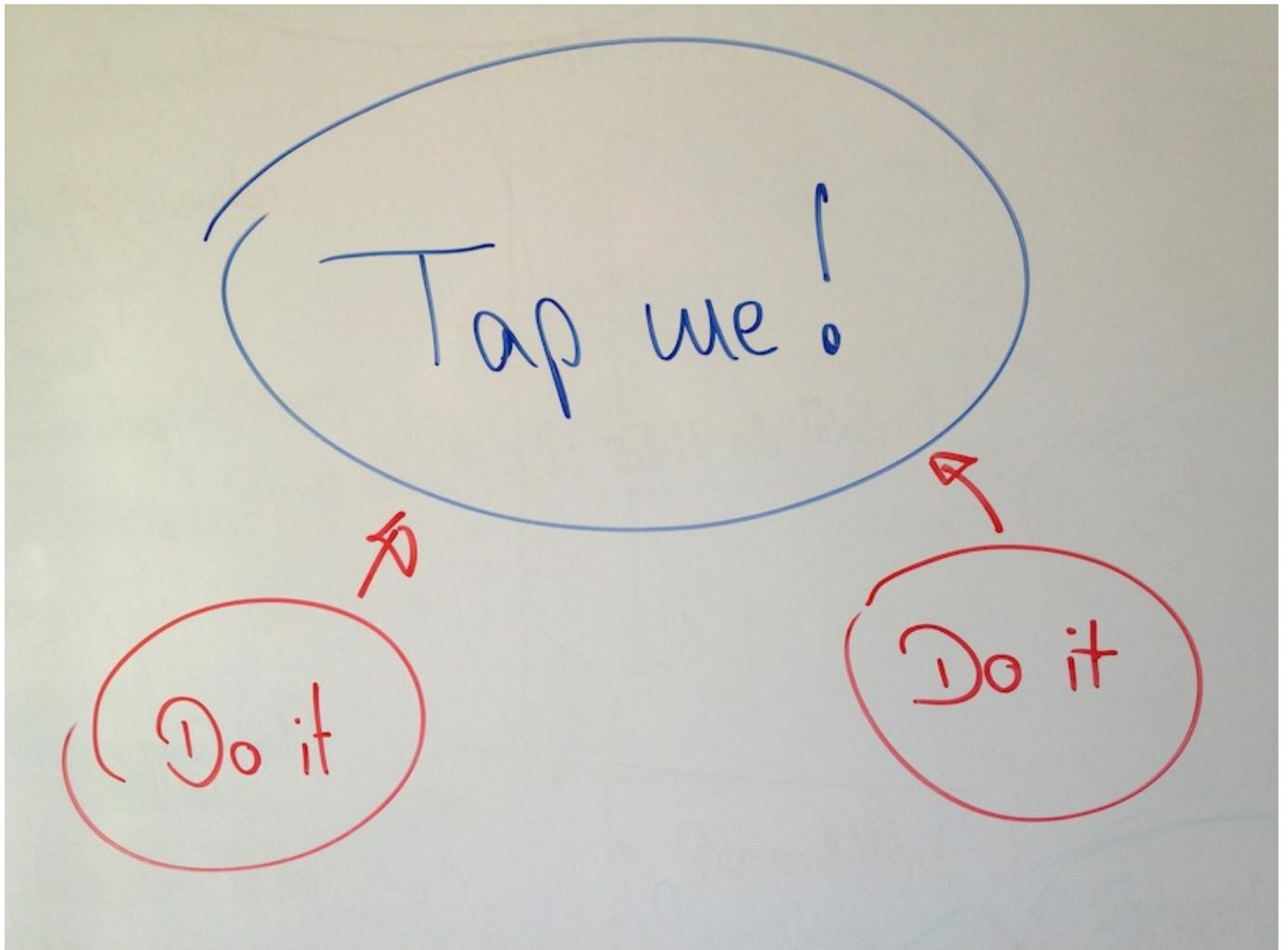
Date: Wed, Apr 18, 2012, 2:00 PM - 3:00 PM

Location: Infinite Loop 1

Minute Taker: John Appleseed

Attendees: Florian Mielke, John Appleseed

No.	Tag	Title	Remark	Responsible	Due
1	Statement	Create a meeting minute	To create a meeting minute just tap the "+" button in the bottom left either from the workbook overview or within an existing meeting minute.		
2	Statement	Create an Action Item	To create an action item, tap on "New Item" of the appropriate meeting minute in the list of action items (middle).		
3	Statement	Gestures	<p>Every view (list, edit or attachments) can be dragged any from the left to the right.</p> <p>Additional gestures in the action item list (middle):</p> <ul style="list-style-type: none"> - Pinch: Pinch a row to increase it's height so that the whole text of an action item is displayed. Pinch two rows to increase every action item of a meeting minute. - Tap and hold: Tap and hold a row in the action item list to change the order of the items. - Double tap: Double tap a row to change the state of an action item to done. Double tap again to set it back to it's initial state. 		
4	Recommendation	Attachments	<p>You can attach files to every single action item. If an action item contains attachments it shows a little paperclip in the list of the action items (middle).</p> <p>To attach a file just tap the paperclip in the menubar above. Then select the source of your file either from your Dropbox, iPad gallery or iPad camera.</p> <p>For example: Take a picture of a flip chart with your iPad camera and attach it to an action item.</p> <p>Tap me.jpg</p>		



Share

Date: Fri, Apr 20, 2012, 10:00 AM - 11:30 AM

Location: Infinite Loop 1

Minute Taker: John Appleseed

Attendees: John Appleseed, Florian Mielke

No.	Tag	Title	Remark	Responsible	Due
1	Statement	Send and Print Meeting Minutes	All meeting minutes can be printed, sent as a PDF file via email or saved to your Dropbox folder. 1. If necessary drag the list of action items back to the middle. 2. Tap the "Edit" button in the bottom left menubar. 3. Select the meeting minutes and tap "Share".		
2	Statement	Send and Print Action Items	All action items can be sent via email or printed. Just tap the action item from the menubar. In addition you can create an event and save it to your calendar.		