



Diligent Minutes™, Integrated Minute taking and Action Management for BoardEffect™

Take meeting minutes quickly and assign action items easily, all with the trusted security of BoardEffect.

Minute taking is a crucial component of good governance. However, it is often an arduous board meeting task, and the process can be insecure and manual. Diligent Minutes keeps everything within Diligent's secure ecosystem and provides you a safe way to review, store and share your minutes. With Diligent Minutes action items can be added with just a few clicks, and then assigned and monitored during or after the meeting. And minutes, when completed, can be pulled right into your next BoardEffect meeting book for discussion and approvals.

Simplify your minute taking

- Create minutes from scratch, start from an existing book, or duplicate an existing template
- Attendees, dates and meeting topics are added automatically to the minutes template
- Import minutes directly into your next meeting book
- Add and assign action items quickly, view actions as a list to edit or monitor, and send action notifications to directors and assignees via email

Tips & tricks: how clients are using minutes to expedite their minute-taking and approvals workflow

- Compile inputs from meeting presenters in advance of the meeting to get a head start on the minutes document
- Enter a Regrets or Absentees section below the auto-populated Attendees section to maintain accurate attendance reporting
- Post minutes documents to a standalone book to enable key stakeholders to provide feedback or edit the document using the annotations tool
- Create a voting document to obtain final approval on minutes directly in BoardEffect



CONTACT US TODAY

+44 (0)20 7147 4580
info@boardeffect.com

UNITED STATES

111 West 33rd St.
16th Floor
New York, NY
10120

LONDON

1-3 Strand
London
WC2N 5EH,
UK

AUSTRALIA

Suite 01, Level 46
MLC Centre
19 Martin Place
Sydney NSW 2000