



What about  
minutes?

We want  
AgendaWorx AI  
to do most of it!

## AgendaWorx Video File Upload

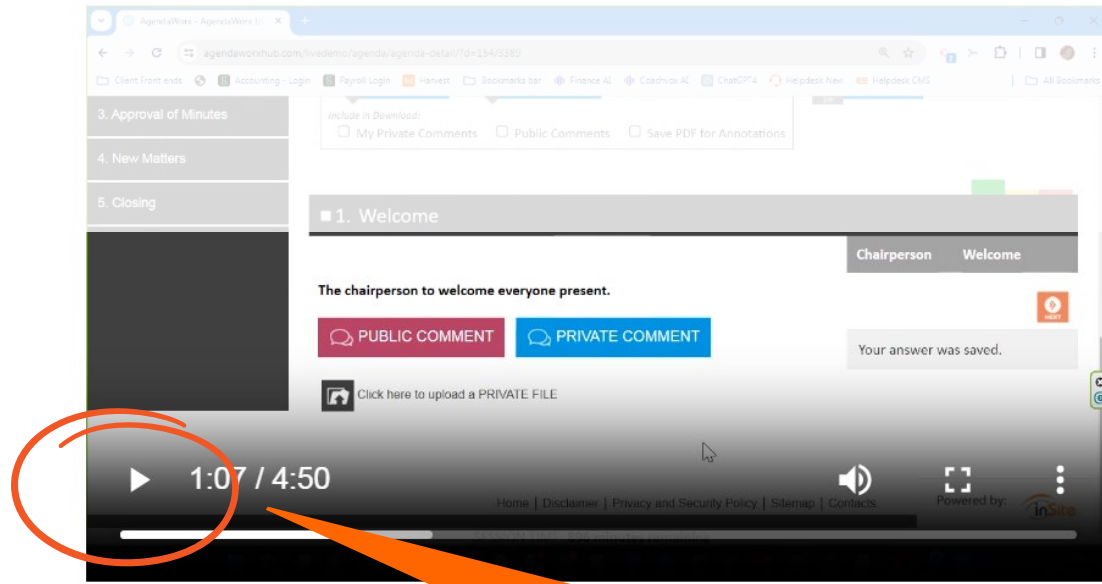
➤ Step 1 - Select File

> Step 2 - Upload File

[Init] Info: Features:  
[PostInit]

The real magic... You upload  
your recordings, AI does the  
rest

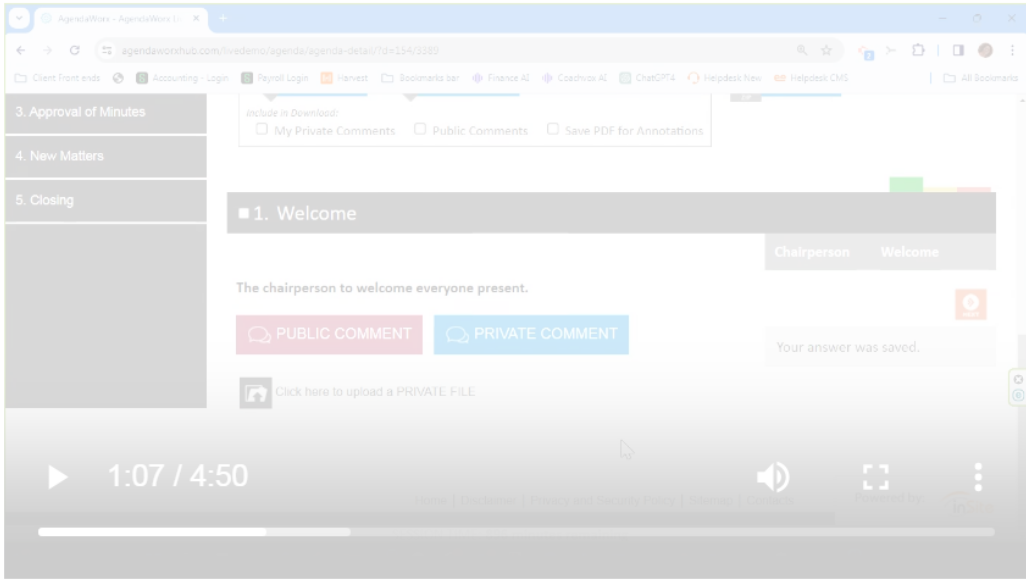




File Size: 9.01MB; Upload

➤ Split Video and

Drag this to where the discussion stopped. Easy!



File Size: 9.01MB; Uploaded: 2024-05-20 08:19:57

[Split Video and Convert to Audio](#)

## Items For: **Flower Arrangement Committee**

Click Item to split audio at the desired point:

**1. Welcome**

From 00:00:00 to 00:01:00

**2. Apologies**

**3. Approval of Minutes**

**3.1. A: Approval of Minutes**

**4. New Matters**

**4.1. Board Evaluation 2024**

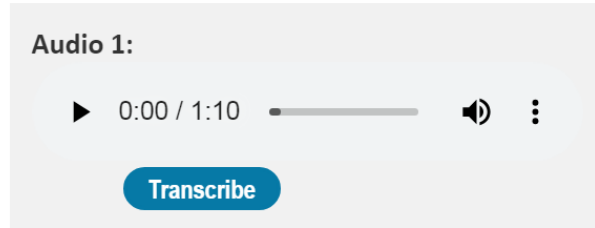
**5. Closing**

Click here to add the audio to the agenda item.

# FLOWER ARRANGEMENT COMMITTEE

## 1. Welcome

The chairperson to welcome everyone present.



### Transcription 1: **Apply AI instruction on transcription**

Good morning everyone, I'd like to welcome you all to our Flower Arrangement Committee meeting. Thank you for being here. Also, a special welcome to Anton Fourie, who has been elected by members to join this committee during our last board election. Dank u, mevrouw die voorzitter. Ek wil net graag sê, ek is baie opgewon om deel van hierdie committee te wees. Good morning everyone. Welcome, Anton. It is good to meet you. And a special thank you to Juza Nele, who is our company secretary for today whilst Tulana is recovering. Nia baonga tse, nia nga tsable luguk sies. All right, I'm going to be sharing my screen just so that we can all follow along to our agenda. All right, there we go. You can all see my screen? Yes, yes. Great. All right, so we're done with the welcome. Can everybody please just indicate there whether they are present on our voting poll?

Each audio is added to its minutes item and transcribed

File Edit View Insert Format Tools Table Help [Editor Formatting Help](#)

**B** *I* U ~~S~~ Calibri,Helveti... 10pt Paragraph

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↶ ↷ A ✎ *I* <>

The chairperson to welcome everyone present.

p 6 words tiny

Agenda content

Apply AI instruction to item text

Save item text

- The transcription is added to your agenda content
- AI writes your minutes in seconds YES!!!

The chairperson welcomed all attendees and expressed gratitude for their presence at the Flower Arrangement Committee meeting. In addition, the chairperson extended a special welcome to Anton Fourie, who had been elected to join the committee during the previous board election. Anton expressed his excitement to be part of the committee. The chairperson also acknowledged Juza Nele for serving as the company secretary in the absence of Tulana. The agenda was then shared on the screen for everyone to follow. Confirming if the screen was visible to all, it was acknowledged positively. The chairperson requested attendees to mark their presence on the voting poll, now that the welcome was complete.

➤ Apply AI instruction to item text

➤ Save item text

AgendaWorx AI can help you with anything.

Use AI instruction

Write my content more formally and professionally

> Use this AI instruction

AgendaWorx AI can help you with anything.

Use AI instruction

List all actions, and who need to action them from this item

> Use this AI instruction



Do we want to do  
everything  
ourselves?  
NO, we want Ai to  
do it!



Talk, don't type.

Our Ai has 99% accuracy with South African accents

t

## AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS

05 Dec 2022, 10:00 to 12:00 1 Cape Town Street, Bellville Your Role for this Agenda: Administrator

Attendees Send Email



Show action items for: -- Select person --

### 1. WELCOME

The chairperson to welcome everyone present.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

The following apologies were received:

- Sam
- Sarah
- Thabo (he was only

Margaret Attwood Welcome



Record audio & AI will transcribe

### 1. ITEM AUDIO RECORDINGS

Recording 1:

2023-06-02 12:52 - 00:00:04



Transcription complete

Display Transcription

## BEFORE AI

What you said, spelling and punctuation already fixed.

### Save Text As Is To Item

Board members looked at a fund newsletter drafted by the communication consultants and said yes to it to be distributed to members when benefit statements go.

## AFTER AI

Rewritten professionally.  
Amazing right?

### Save Grammar Checked Text To Item - from ChatGPT

Board members reviewed a fund newsletter prepared by the communication consultants and approved its distribution to members alongside benefit statements.

You will see both options side by side and you choose which one to insert into your agenda or minutes

Your agendas and minutes done in a fraction  
of the time!

**And best of all?** You can ALL work on them at  
the same time!

