

Meeting prep, done for you.

About two hours a week, back.

Notes file themselves, then get read. Thirty minutes before the next conversation, the context comes back as a written brief. Nobody types anything.

~2 hrs of prep time returned every week	30 min before every call, in Slack or email	0 rows typed by hand
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Ten minutes of digging per meeting, across a twelve meeting week.

DELIVERED TO SLACK AND EMAIL · 30 MINUTES BEFORE

SAMPLE

Marcus Chen

Founder · Halden Systems · Investor relationship

Today, 10:00 AM

Weekly 1:1

WHERE YOU LEFT OFF

You agreed to restructure the pricing tiers before the board meeting. He is waiting on the revised deck from you.

OPEN COMMITMENTS

You owe

 · Revised pricing deck · due Fri Aug 21

You owe

 · Updated discount policy · due Sep 2

He owes

 · Intro to the Series B lead · due Aug 25

SUGGESTED TALKING POINT

Open with the pricing deck before he asks. It is due Friday and it is the one thing blocking his board prep.

TWO VERSIONS, ONE PROBLEM

VERSION 1 The notes got organized - Filed 1:1 notes into per-person folders - Ended the one massive unsorted folder - You still had to go read them	VERSION 2 The prep comes to you - Written brief 30 minutes before the call - Commitments tracked in both directions - Every optional piece degrades, never breaks
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