ATLASSIAN

The content described herein is intended to outline our general product direction for informational purposes only. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described herein remain at the sole discretion of Atlassian and is subject to change.

Upgrade your meeting management with Confluence

ATLASSIAN team '23

April 18-20, 2023

Lukas Gotter

Founder & CEO, Meetical Software Ltd.

Meetical

ABOUT ME

August 2020: Meetical wins the Atlassian CodeGeist Grand Prize 🏆

September 2020: Atlassian Ventures invests in Meetical

April 2021: Meetical launched the data center version, free version, and Cloud-Fortified Security app

July 2022: Meetical manages 2,500+ meetings per week for their growing cloud customer base

November 2022: Meetical wins Codegeist again: 4th place in Business Apps

January 2023: Meetical launches 🚀 two new apps to the marketplace: Task Reports and Easy Calendar Integration

FUNDED BY ATLASSIAN Ventures

WINNER 2020 ATLASSIAN codegeist

Selected Customers:

HALFZ moderna EMBARK smart

SEEDRS UserTesting 42dot medrio

aegro JDSC UPGRADE JAPAN NZXT SKILL SHARE.

Lukas Gotter

Founder & CEO of Meetical

12+ years in the Atlassian Ecosystem
Certified Atlassian Consultant
IT Consultant & Product Manager at PwC
Multiple Atlassian Solution Partners

lukas.gotter@meetical.io
www.meetical.io

Meetical

Meetings

Easy Calendar Integration

Task Dashboards

In this presentation

I How status meetings killed John's credibility as project manager

II Better call Joe, facilitator & meeting designer

III Apps to support productive status meetings

John, designated Project Manager

Project delayed, team not accountable

Team members skip status meeting

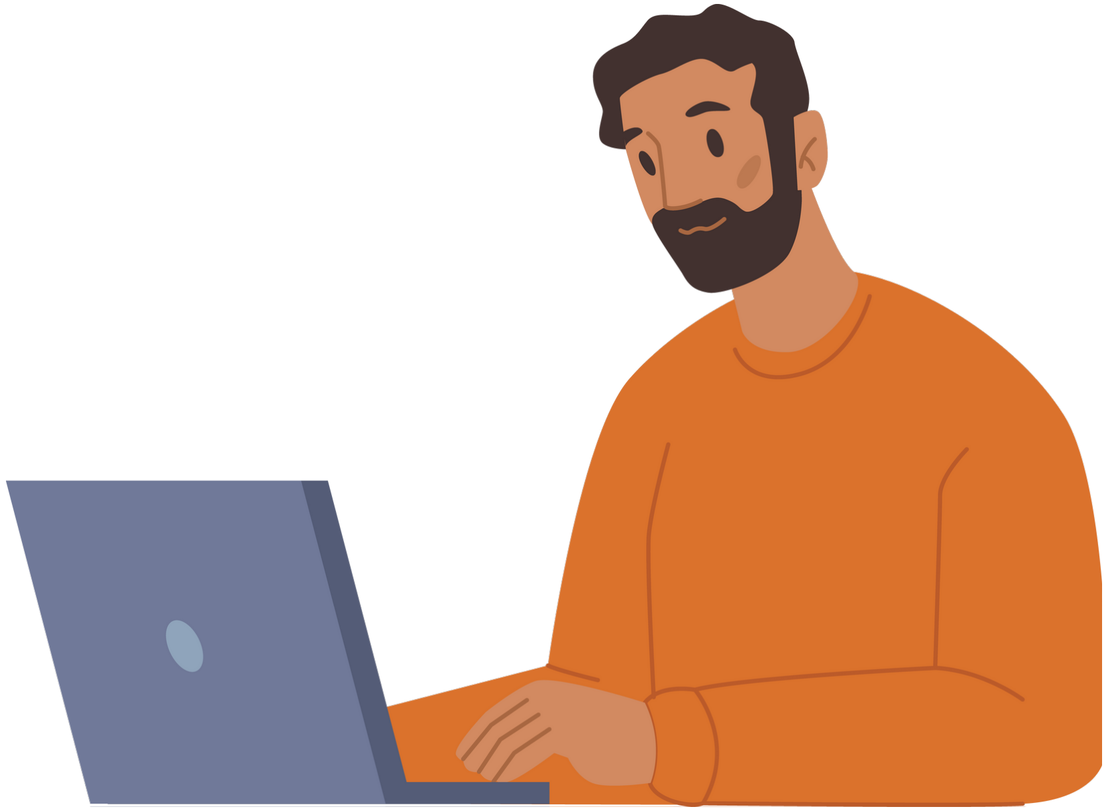
Joe talks to Eric

"Everyone is up to date" — really?

Joe talks to Anna

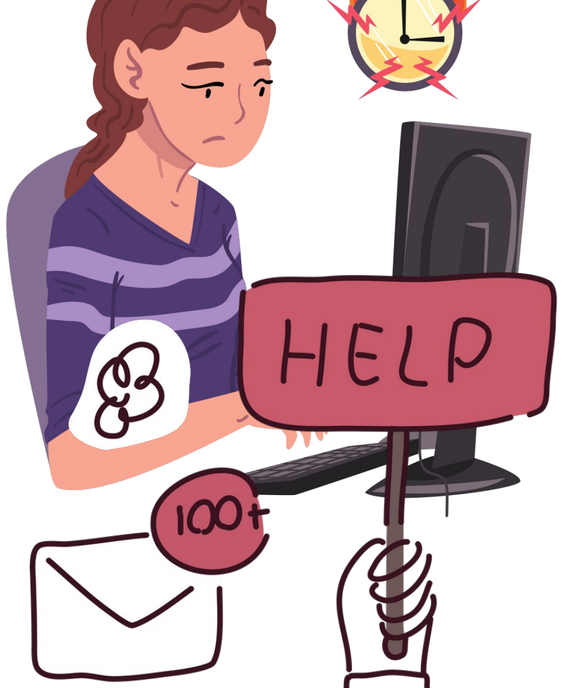
Action item déjà vu

Joe talks to Frank



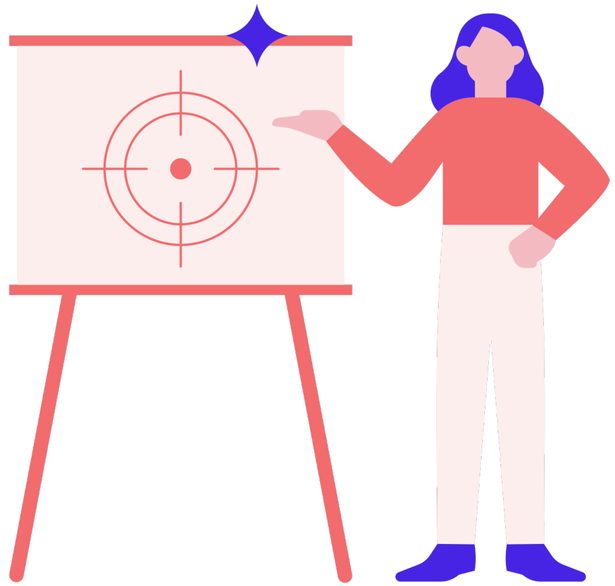
Joe the Project Manager in hero mode

The turning point



HELP
100+

Better call Joe



Joe: the facilitator and meeting designer

John talks to Joe

Three problem areas

Ill-prepared team members

Poorly balanced input from participants

Ineffectively handled action items

Solution

Make sure team members come prepared by sharing a **collaborative agenda** for each meeting. Make the agenda easily accessible with a link in the meeting invite. Clearly define agenda topics, timings, and responsibilities.

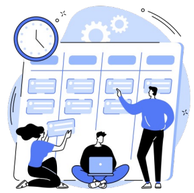
Ill-prepared team members

2

Request an **async written update** from each participant ahead of time, on a shared meeting page. Assign a fixed time box for each member for the initial status round.

Poorly balanced input from participants

3

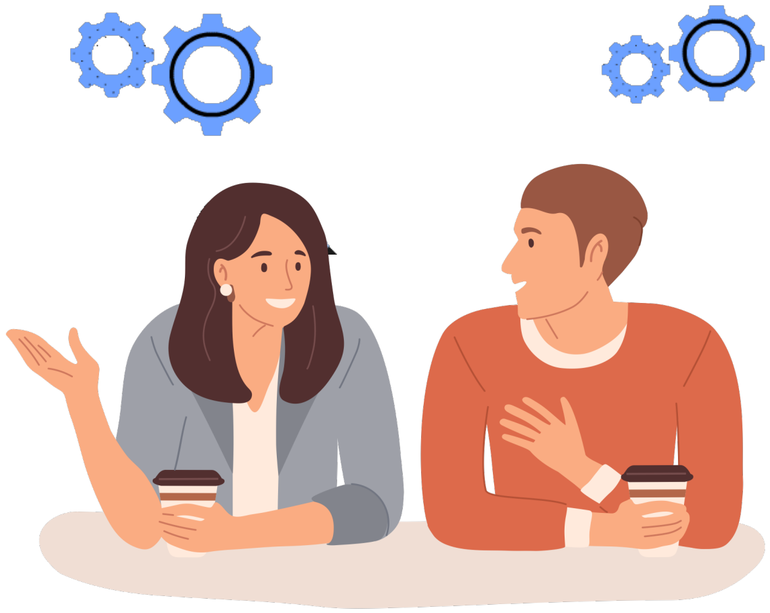


Use task management tools to define, assign, and **track action items** on a team dashboard. Start every meeting with a review of open action items. Look back to past meetings to create a sense of progress and honor achievements.

Ineffectively handled action items

Implementation

Using Confluence and Meetical apps to bring theory to practice



ATLASSIAN Confluence

Meetical Meetings

Task Dashboards

Implementation plan

Link Confluence agenda in calendar invites and automate it for recurring meetings

Request written updates from team members every week (async, with reminder)

Make open action items visible

Allow easy "look back/look forward" to meetings in the series

Create a team dashboard including both Confluence and Jira tasks from all team members

"There's a Confluence page for that!"

Meetical Meetings for Confluence (Outlook / Google Calendar)

by Meetical Software Ltd.

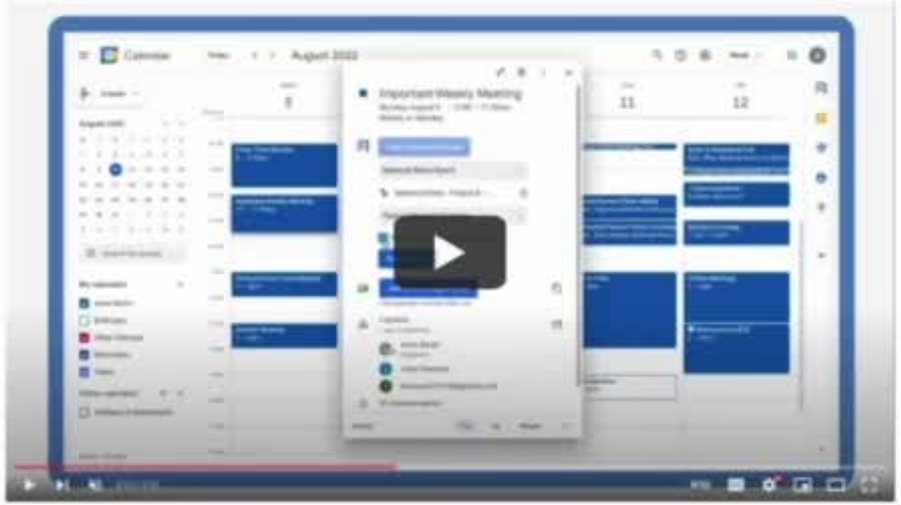
for Confluence Cloud, Confluence Data Center 7.9.0 - 8.1.1 and more

27 454 installs CLOUD FORTIFIED

SUPPORTED

Try it free

Improve team efficiency with meeting notes automation and easy calendar integrations for Google Calendar and Microsoft 365



Prepare Meeting Agenda Instantly from Calendar

Instead of manually preparing note-taking documents before every meeting, generate a fully templated

outlook.office.com/mail/

Outlook

Search

Teams call

Home View Help

Project Update Meeting
Now, New room

New mail

Quick steps

Mark all as read

Favorites

Inbox 41

Sent Items

Drafts

Add favorite

Folders

Inbox 41

Drafts

Sent Items

Deleted It... 817

Junk Email

Archive

Notes 1

Conversation ...

Create new fol...

Groups

Focused Other

Filter

A

anna.berlin.meetical@gma...

Invitation: ⚡Project Updat... 10:06 AM

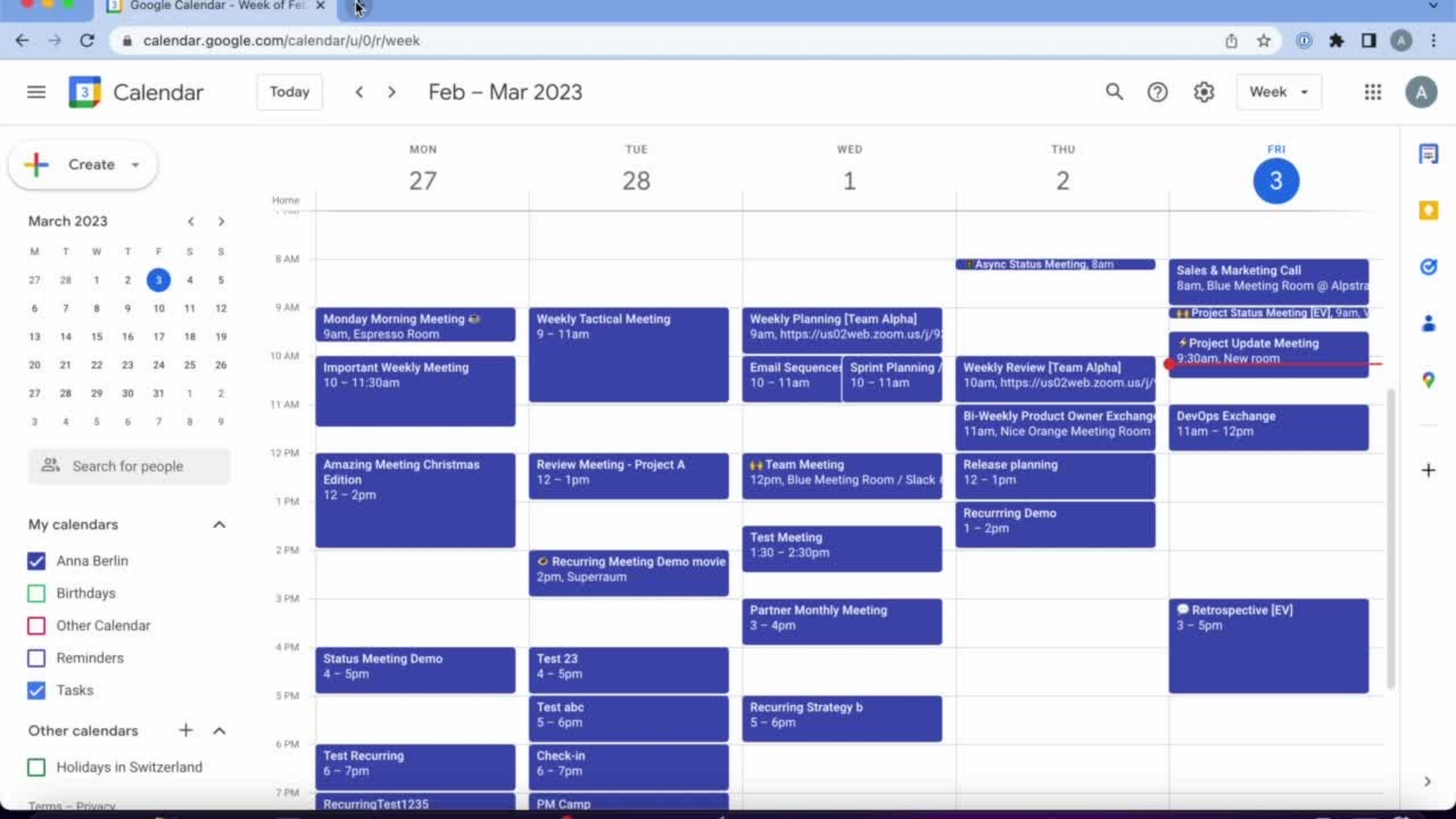
⚡Project Update Meeting Join with Go...

Fri 3/3/2023 9:30 AM...
No conflicts

RSVP

Select an item to read

Nothing is selected


Google Calendar - Week of Fe
calendar.google.com/calendar/u/0/r/week
Calendar
Today
Feb – Mar 2023
Week
Create
March 2023
Search for people
My calendars
Anna Berlin
Birthdays
Other Calendar
Reminders
Tasks
Other calendars
Holidays in Switzerland
Terms – Privacy
MON 27
TUE 28
WED 1
THU 2
FRI 3
Home
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
Monday Morning Meeting
9am, Espresso Room
Important Weekly Meeting
10 – 11:30am
Amazing Meeting Christmas Edition
12 – 2pm
Status Meeting Demo
4 – 5pm
Test Recurring
6 – 7pm
RecurringTest1235
Weekly Tactical Meeting
9 – 11am
Review Meeting - Project A
12 – 1pm
Recurring Meeting Demo movie
2pm, Superraum
Test 23
4 – 5pm
Test abc
5 – 6pm
Check-in
6 – 7pm
PM Camp
Weekly Planning [Team Alpha]
9am, https://us02web.zoom.us/j/9
Email Sequences
10 – 11am
Sprint Planning /
10 – 11am
Team Meeting
12pm, Blue Meeting Room / Slack
Test Meeting
1:30 – 2:30pm
Partner Monthly Meeting
3 – 4pm
Recurring Strategy b
5 – 6pm
Async Status Meeting, 8am
Weekly Review [Team Alpha]
10am, https://us02web.zoom.us/j/
Bi-Weekly Product Owner Exchange
11am, Nice Orange Meeting Room
Release planning
12 – 1pm
Recurrring Demo
1 – 2pm
Sales & Marketing Call
8am, Blue Meeting Room @ Alpstra
Project Status Meeting [EV], 9am, V
Project Update Meeting
9:30am, New room
DevOps Exchange
11am – 12pm
Retrospective [EV]
3 – 5pm

Task Reports for Jira: Confluen

marketplace.atlassian.com/apps/1229490?tab=overview&hosting=cloud

ATLASSIAN Marketplace

Search for apps

Help

Task Reports for Jira: Confluence Dashboard Gadgets&Reports

by Meetical Software Ltd.

for Jira Cloud

1 31 installs

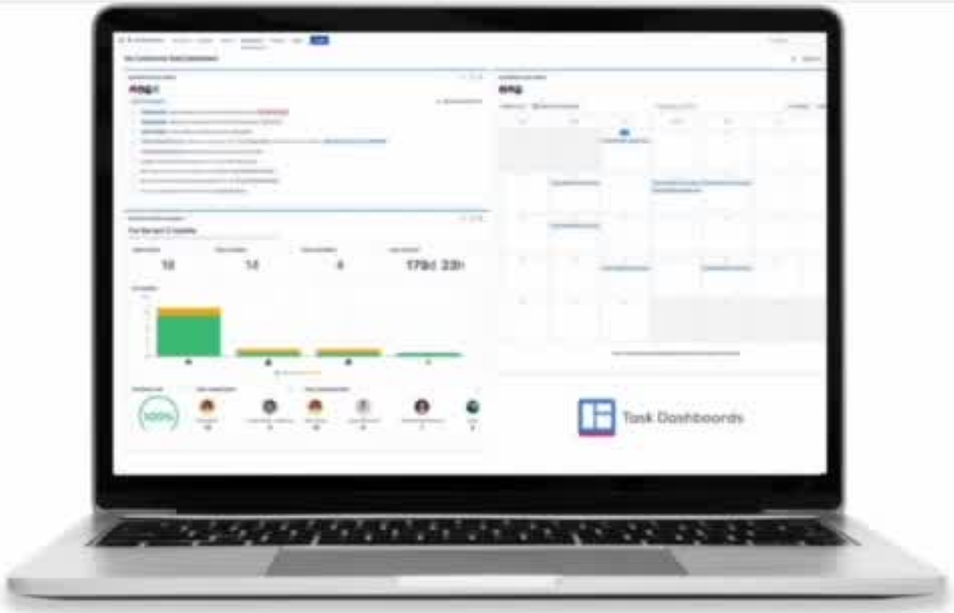
SUPPORTED JIRA SERVICE MANAGEMENT JIRA SOFTWARE

Get it now

Free app

Overview Reviews Support Versions Installation Cloud

Improve team performance with comprehensive Dashboards for Confluence in Jira: Task Reports, Task Analytics, Embed pages, and more



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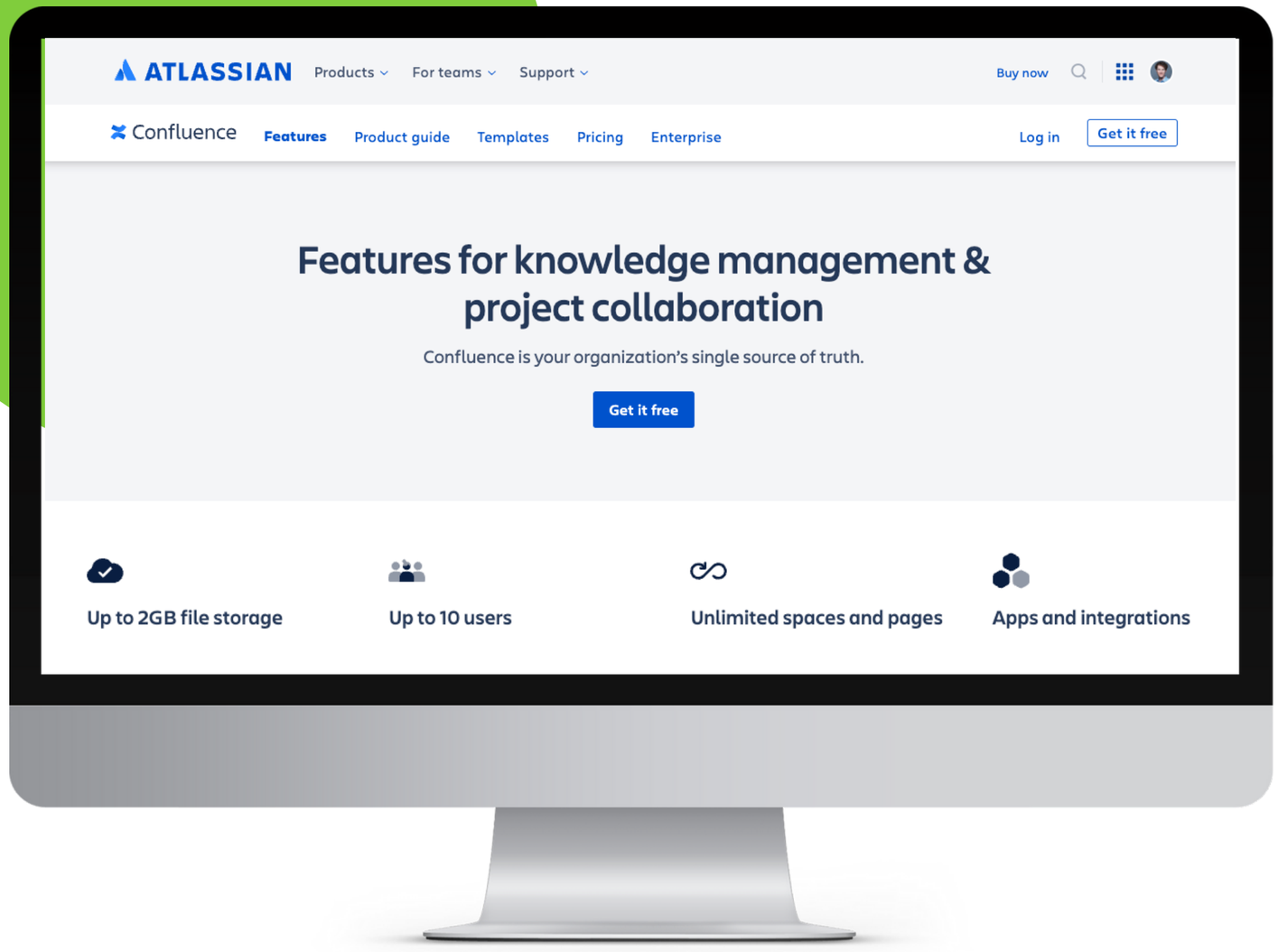
Apps used



Atlassian Confluence

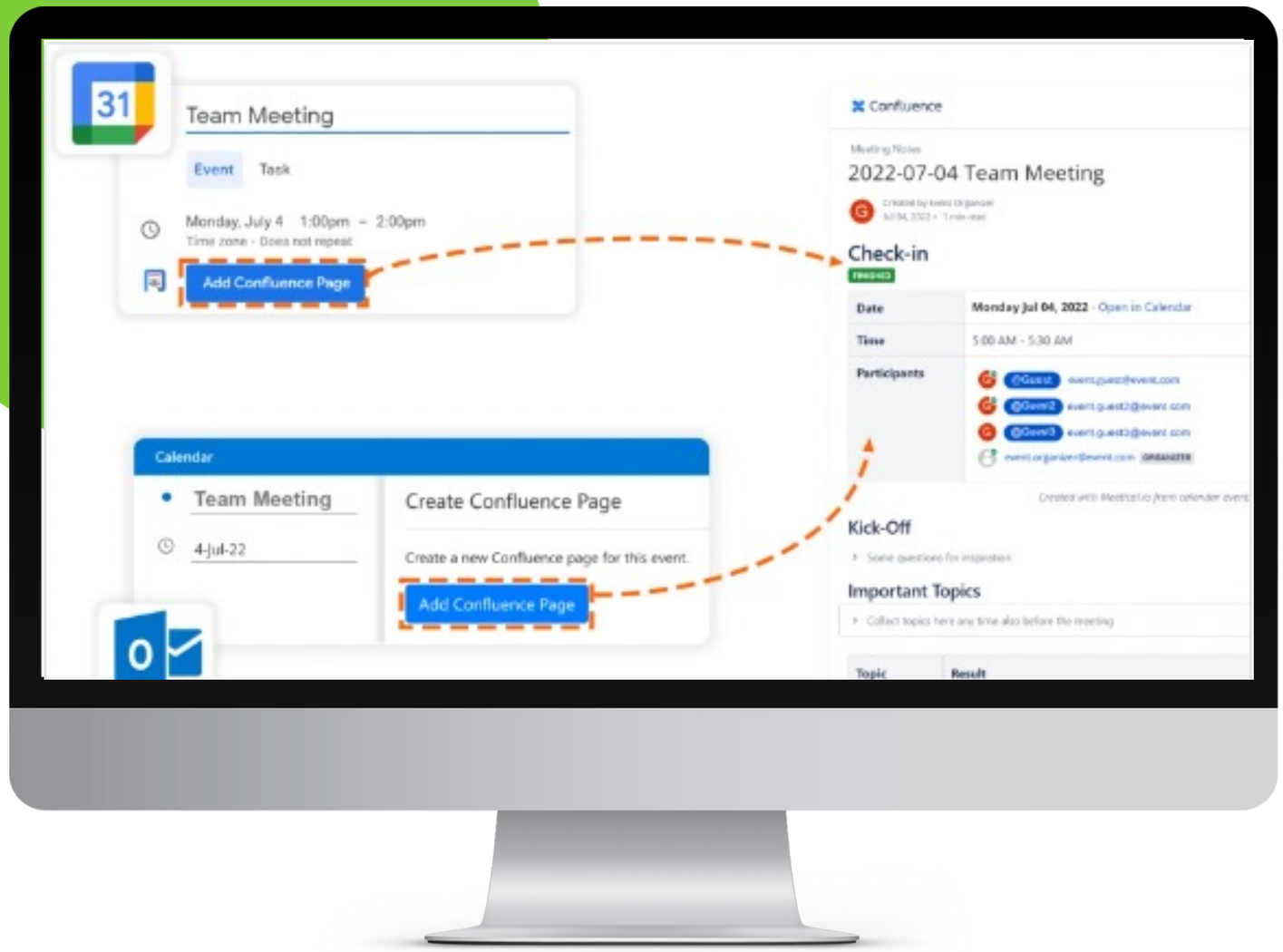
Confluence is your organization's single source of truth with features for knowledge management & project collaboration

https://www.atlassian.com/software/confluence

ATLASSIAN
Confluence

Meetings

Meetical Meetings for Confluence



Meeting notes automation and easy calendar integrations for Google Calendar and Microsoft 365 to improve team efficiency

https://marketplace.atlassian.com/1229490

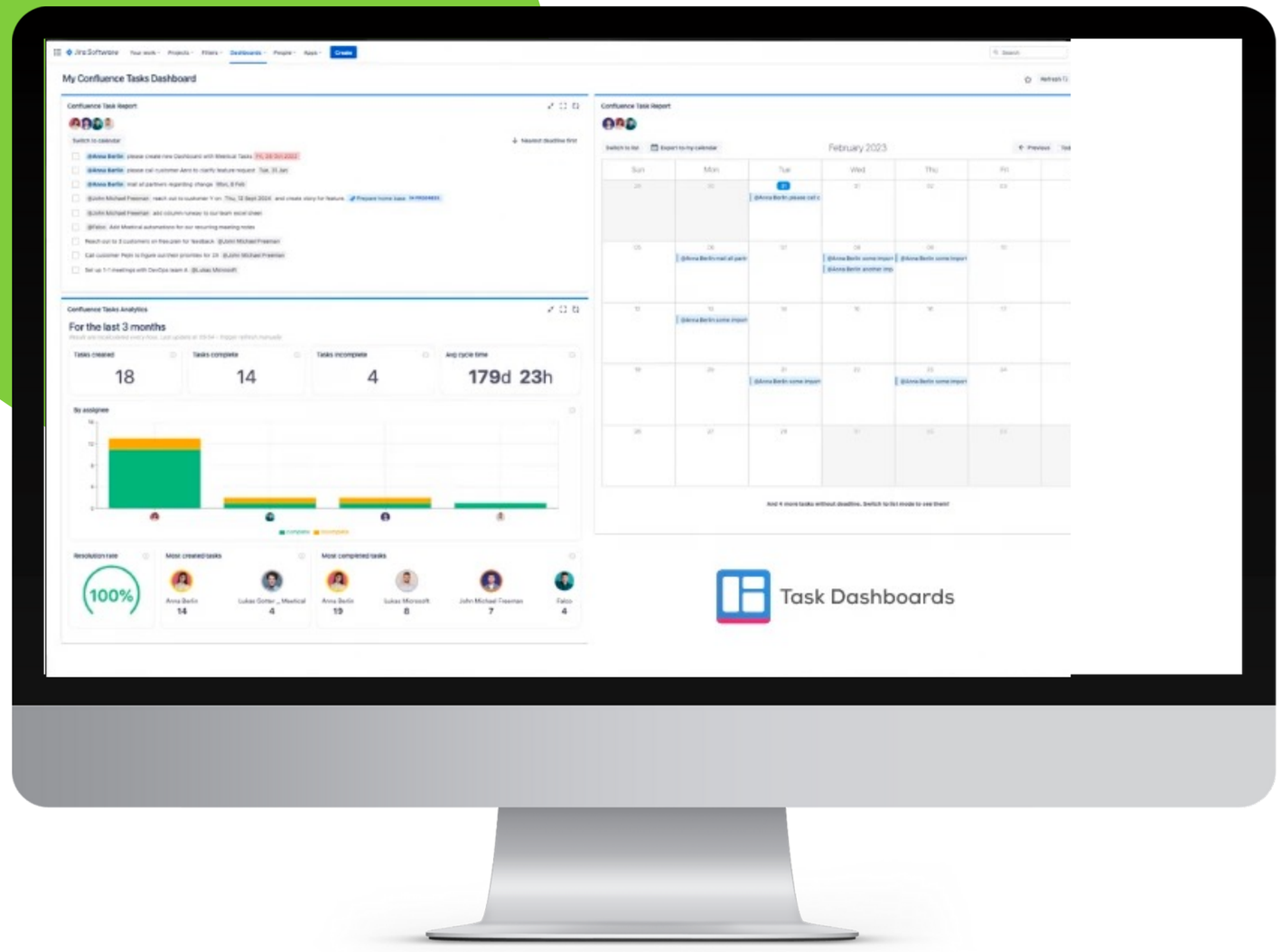
WINNER 1st

ATLASSIAN codegeist

Meetical

Task Dashboards

Tasks Reports for Jira & Confluence:



New dashboard gadgets to integrate Confluence on Jira dashboards.

Show Confluence tasks & analytics alongside Jira reports.

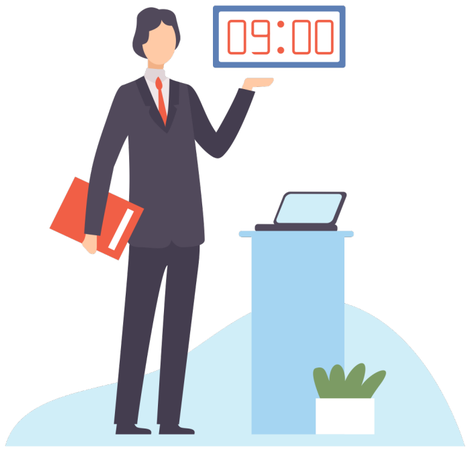
https://marketplace.atlassian.com/1229490

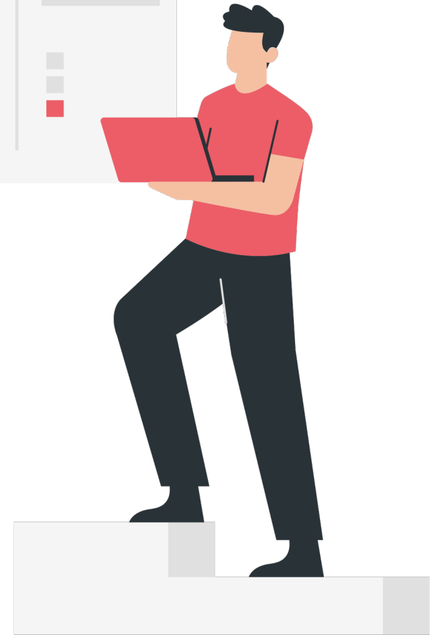
WINNER 4th

ATLASSIAN codegeist

Meetical

Project running smoothly now





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Thank You

Meetical

Upgrade your meeting management with Confluence

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https://linkedin.com/in/lukasgotter/

Visit
meetical.io/apps

The End