



— ENSPEKT MINUTES OF MEETING

Meetings that end in actions, not just minutes.

Plan the agenda, record attendance and decisions, and track every action item to closure, with reminders that do the chasing.



Time-boxed agendas and attendance



An org-wide decisions register



Reminders on overdue actions

Decisions on record, actions that close.

Minutes in a document get filed and forgotten. Enspekt keeps every meeting, decision and action item searchable, assigns owners and due dates, and reminds people until the work is done.



Decisions you can find

Resolutions, approvals and directions in a register across every meeting.



Owned actions

Owner, due date, priority and an effectiveness check on each action item.



Nothing dropped

Recurring series carry open actions into the next meeting automatically.

What's included

Minutes of Meeting: one module, everything below



Numbered meetings

Draft, scheduled, in progress, review, approved, published and closed.



Agendas

Time-boxed items with presenter and notes, reordered by drag and drop.



Attendees

Roles, RSVP status, attendance marking and external guests.



Decisions register

Resolutions, approvals, directions and information, org-wide.



Action items

Owner, due date, priority, status flow and effectiveness check.



Reminders

Daily reminders for overdue items and those due within three days.



Recurring series

Series that carry open actions forward to the next meeting.



Calendar file

An .ics file per meeting, a calendar view and attachments.



From the invitation to the last closed action.



Schedule

Agenda and invitees



Meet

Attendance, notes



Decide

Decisions, actions



Approve

Then publish



Follow up

Until closed



Optional sign-off

Route minutes through your approval workflow; published minutes are locked.



Distribution

Distribute minutes in-app and see how many attendees have acknowledged them.



Actions that become work

Link an action to an existing CAPA, create a new one, or link a maintenance work order.



In everyone's queue

Action items show in each owner's My Work list and notifications.



Searchable history

Find any decision or action across every meeting, not inside a document.



Supporting documents

Attach the papers each meeting relies on.

BUILT FOR

Chair

Secretary

Attendee

Action owner

Works with the rest of Enspekt.

Actions from a meeting turn straight into tracked work elsewhere in Enspekt.



QUALITY

Raise or link a CAPA directly from a meeting action item.



MAINTENANCE

Link an action item to a maintenance work order so the follow-up is visible on the job.



APPROVALS

Minutes can go through Enspekt's approval engine before they are published.

ON EVERY ENSPEKT WORKSPACE

 Offline-first field app

 Role & module permissions

 Reports & analytics

 Multi-factor sign-in

 Complete audit trail

 English & Arabic

See Minutes of Meeting in your workflow.

Book a demonstration built around your own processes, or create a workspace and switch the Minutes of Meeting bundle on.

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