

User Manual

Agile Minutes

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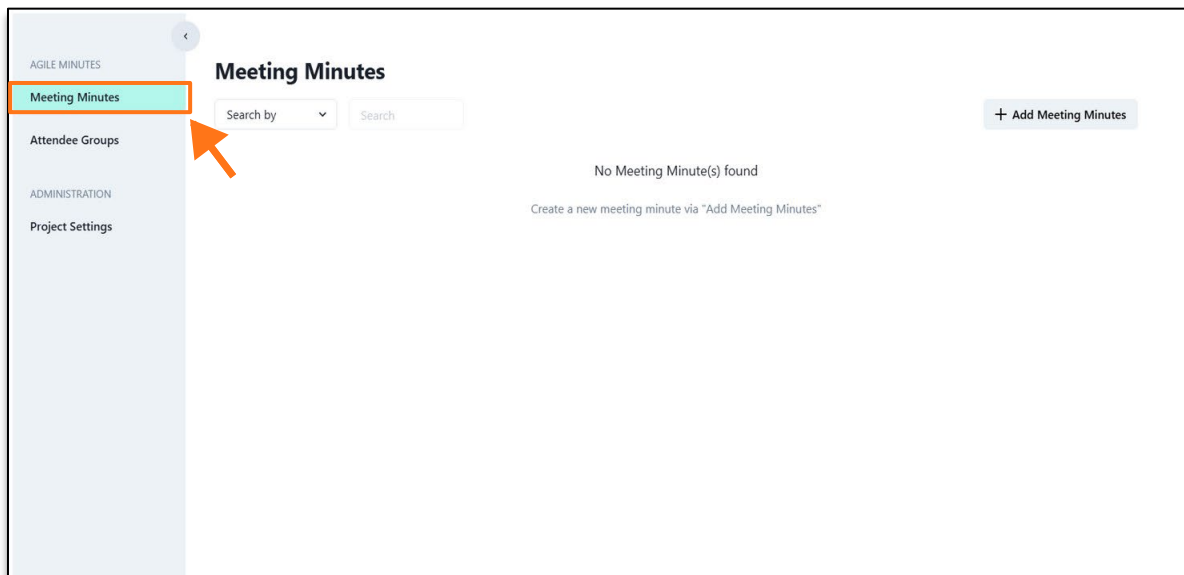
Step by Step Guide

1.0 Quick Start: Meeting Minutes

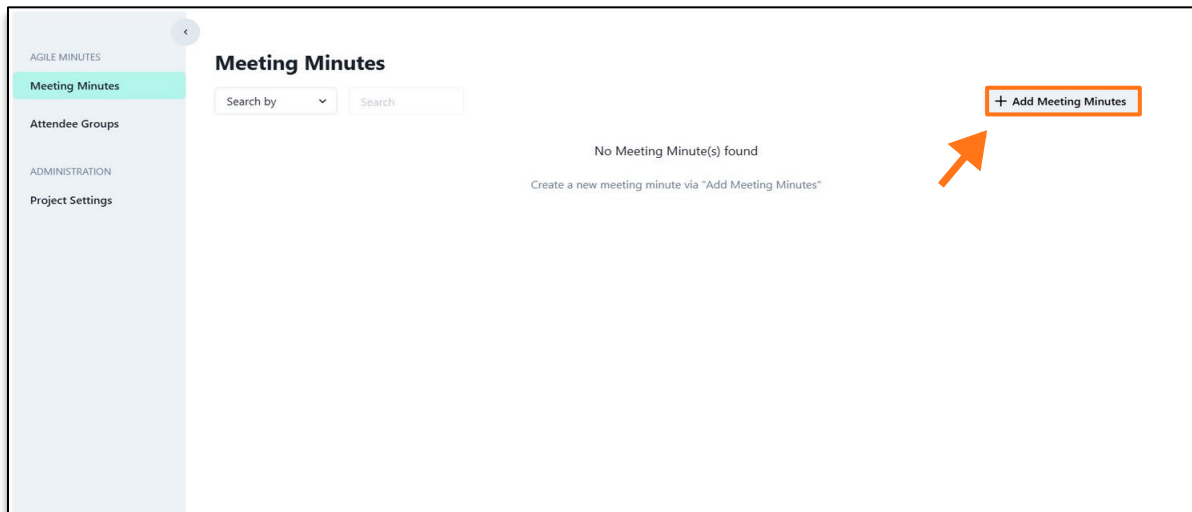
Creating Minutes, Editing and Finalization

1.1 Creating Minutes

1. First, navigate to **Meeting Minutes** on the **Left Panel**.

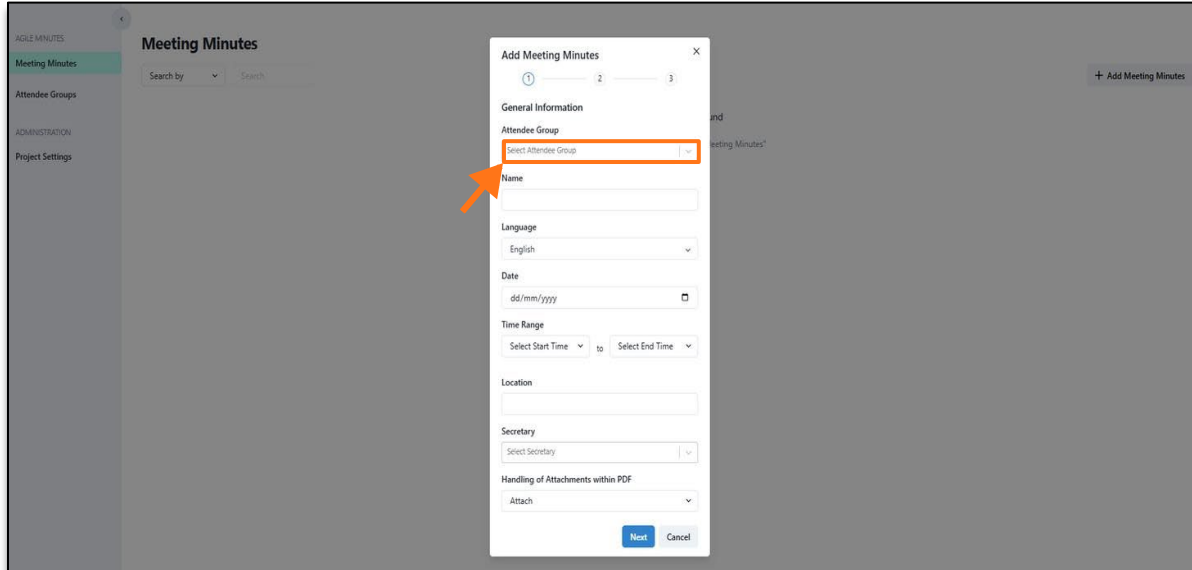


2. Click on 'Add Meeting Minutes'

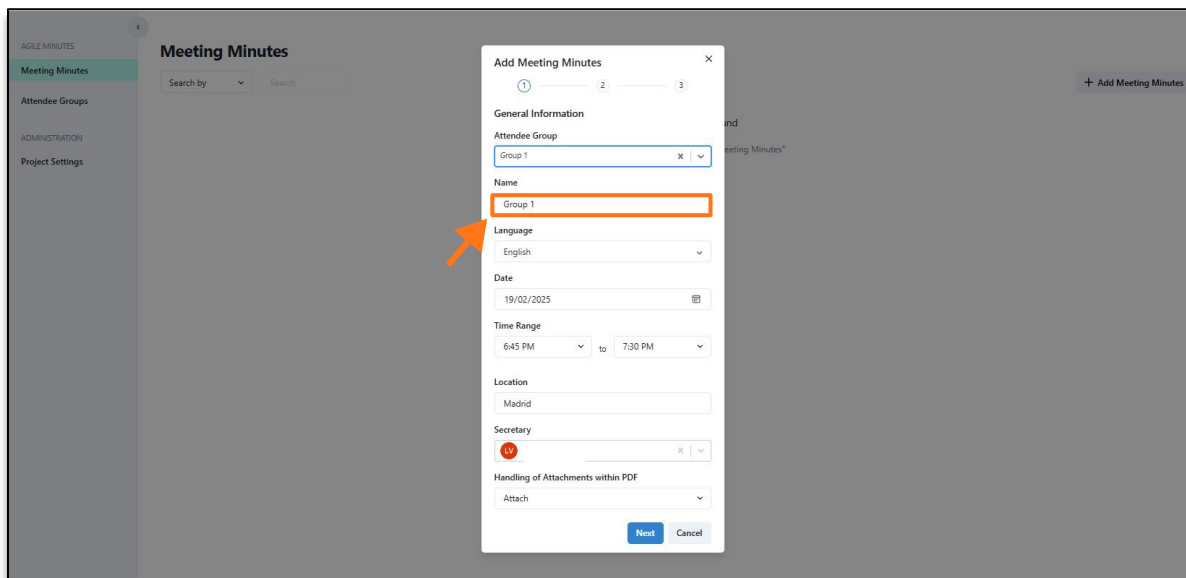


5

3. Select **Attendee Group** (Meeting Minutes Template).



4. Enter Meeting Name

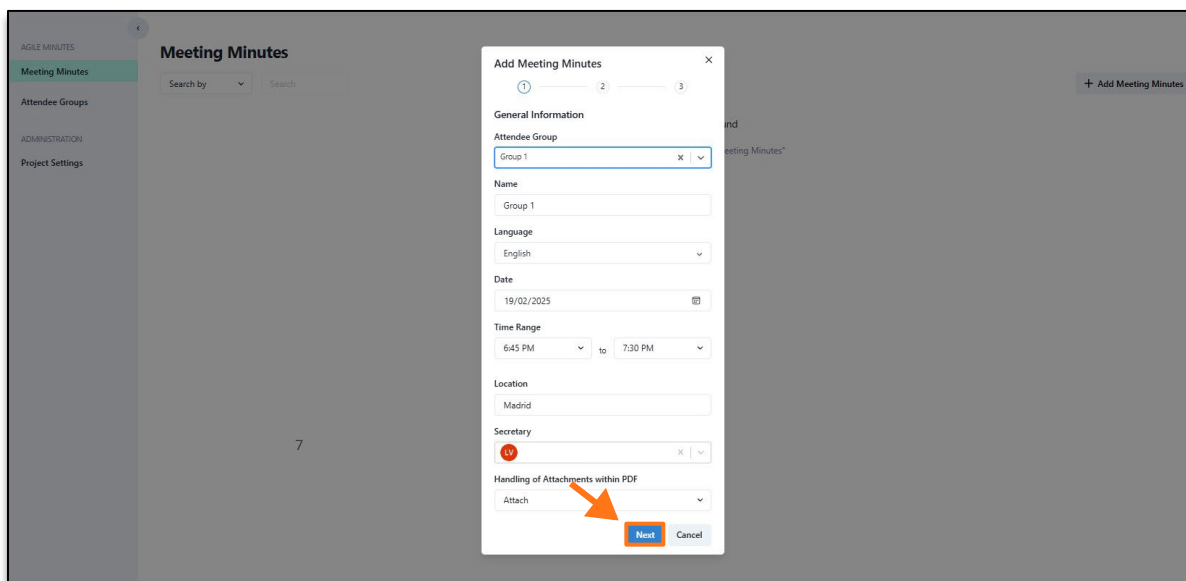


The screenshot shows the 'Add Meeting Minutes' dialog box in the AgileMinutes application. The 'Name' field is highlighted with an orange border, and an orange arrow points to it from the left. The dialog contains the following fields:

- Attendee Group: Group 1
- Name: Group 1
- Language: English
- Date: 19/02/2025
- Time Range: 6:45 PM to 7:30 PM
- Location: Madrid
- Secretary: (empty)
- Handling of Attachments within PDF: Attach

Buttons for 'Next' and 'Cancel' are visible at the bottom of the dialog.

5. Enter the Meeting Information, then click on 'Next'.



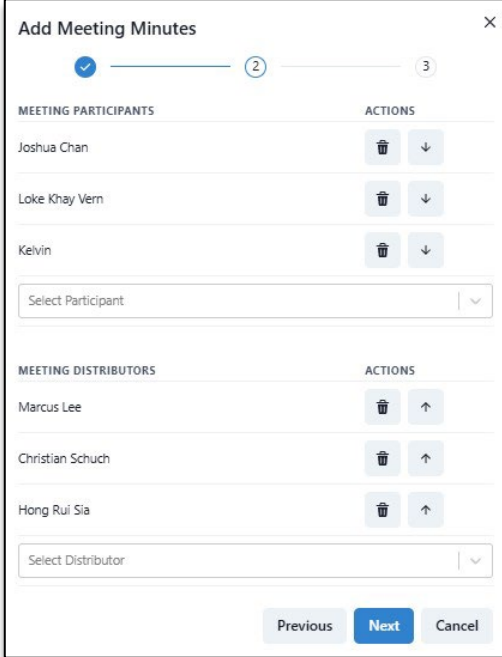
The screenshot shows the 'Add Meeting Minutes' dialog box in the AgileMinutes application. The 'Next' button is highlighted with an orange border, and an orange arrow points to it from the bottom-left. The dialog contains the following fields:

- Attendee Group: Group 1
- Name: Group 1
- Language: English
- Date: 19/02/2025
- Time Range: 6:45 PM to 7:30 PM
- Location: Madrid
- Secretary: (empty)
- Handling of Attachments within PDF: Attach

Buttons for 'Next' and 'Cancel' are visible at the bottom of the dialog.

6. Select Meeting Participants.

***Note:** Only for participants who are invited to Jira and have an account.



Add Meeting Minutes

1 — 2 — 3

MEETING PARTICIPANTS

	ACTIONS
Joshua Chan	🗑️ ↓
Loke Khay Vern	🗑️ ↓
Kelvin	🗑️ ↓

Select Participant

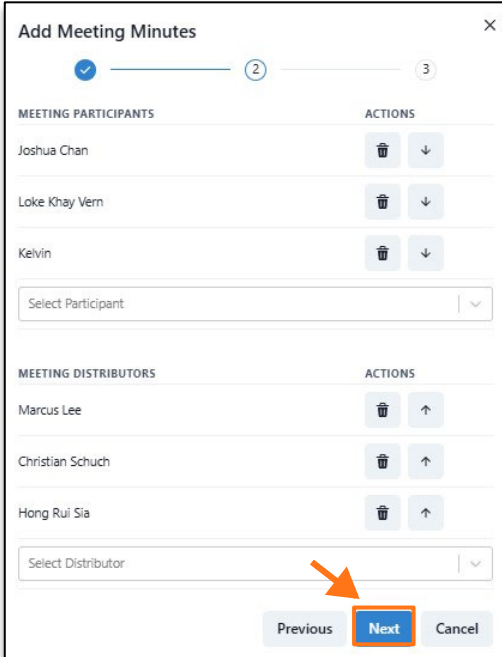
MEETING DISTRIBUTORS

	ACTIONS
Marcus Lee	🗑️ ↑
Christian Schuch	🗑️ ↑
Hong Rui Sia	🗑️ ↑

Select Distributor

Previous **Next** Cancel

7. Click on **'Next'**.



Add Meeting Minutes

1 — 2 — 3

MEETING PARTICIPANTS

	ACTIONS
Joshua Chan	🗑️ ↓
Loke Khay Vern	🗑️ ↓
Kelvin	🗑️ ↓

Select Participant

MEETING DISTRIBUTORS

	ACTIONS
Marcus Lee	🗑️ ↑
Christian Schuch	🗑️ ↑
Hong Rui Sia	🗑️ ↑

Select Distributor

Previous **Next** Cancel

8. Add the **External Participants**, once complete click **'Finish'** to save.

***Note:** Only for participants who are not invited to Jira.

Add Meeting Minutes ✕

✓
✓
3

External Participants

#	TYPE	LAST NAME	FIRST NAME	COMPANY	EMAIL	ACTIONS
1	Distributor	Carlos	Meet	xyz company	carlos@xyzmail.com	
2	Participant	John	Smith	Mui Company	Johns@mail.com	
3	Distributor	Park	Sohee	KIL Company	park@mail.com	
4	<input type="text" value="Distributor"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Company"/>	<input type="text" value="Email"/>	

Previous
Finish
Cancel

1.2 Editing Minutes

1. After successfully adding Meeting Minutes, click on 'Edit' to view the **Meeting Overview**.

Agile Minutes

AGILE MINUTES

Meeting Minutes

Attendee Groups

ADMINISTRATION

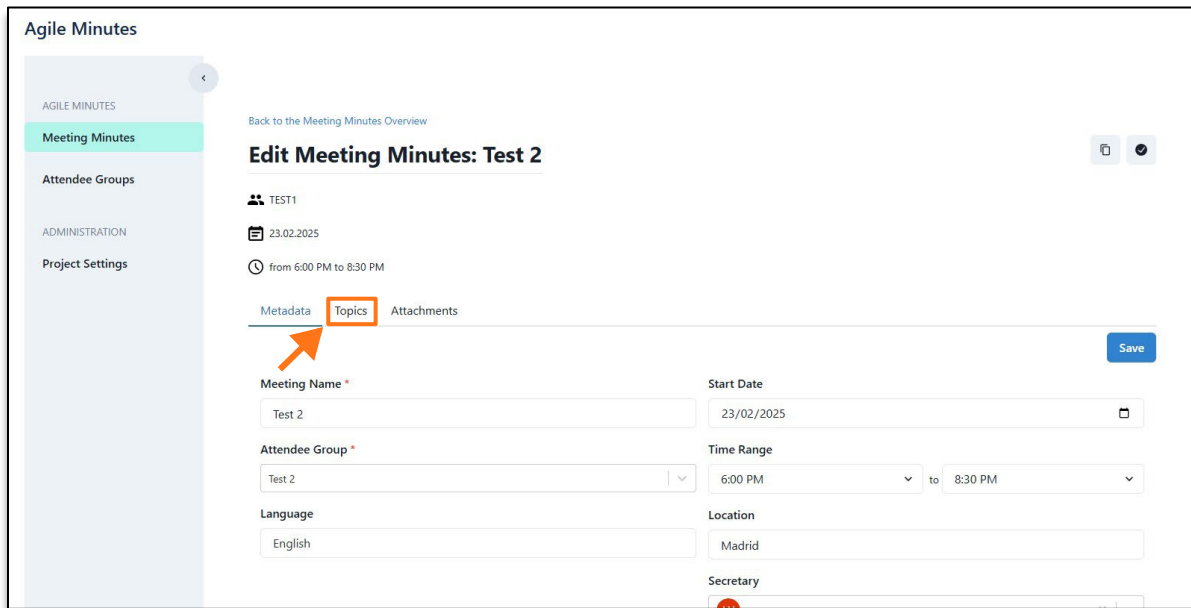
Project Settings

Meeting Minutes

+ Add Meeting Minutes

DATE	ATTENDEE GROUP	MEETING	ACTIONS
23.02.2025	Test 2	Test 2	<div style="display: flex; gap: 5px;"> <div style="border: 2px solid orange; padding: 2px 5px;"></div> <div></div> <div></div> </div>

2. Click on 'Topics'.



Agile Minutes

AGILE MINUTES

Meeting Minutes

Attendee Groups

ADMINISTRATION

Project Settings

Back to the Meeting Minutes Overview

Edit Meeting Minutes: Test 2

TEST1

23.02.2025

from 6:00 PM to 8:30 PM

Metadata **Topics** Attachments

Save

Meeting Name *
Test 2

Start Date
23/02/2025

Attendee Group *
Test 2

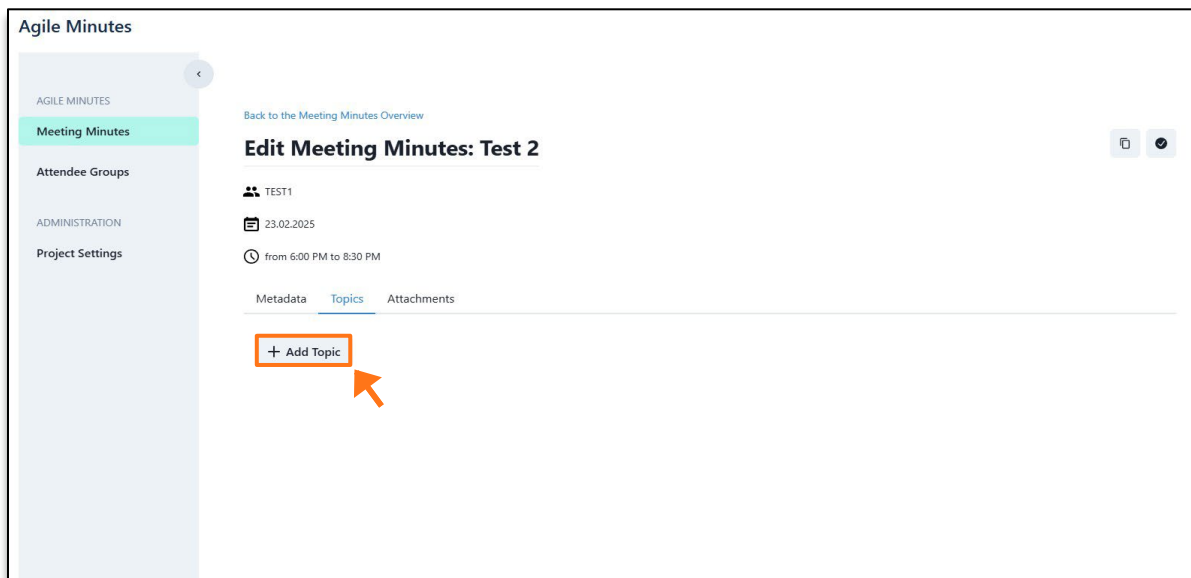
Time Range
6:00 PM to 8:30 PM

Language
English

Location
Madrid

Secretary

3. Click on 'Add Topic'.



Agile Minutes

AGILE MINUTES

Meeting Minutes

Attendee Groups

ADMINISTRATION

Project Settings

Back to the Meeting Minutes Overview

Edit Meeting Minutes: Test 2

TEST1

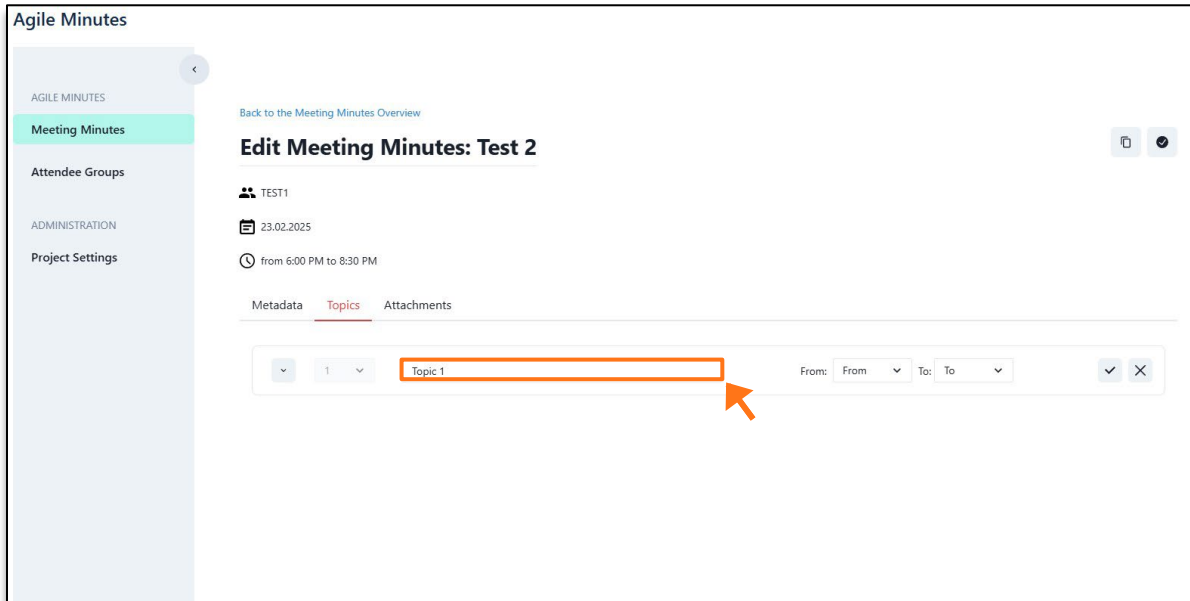
23.02.2025

from 6:00 PM to 8:30 PM

Metadata Topics Attachments

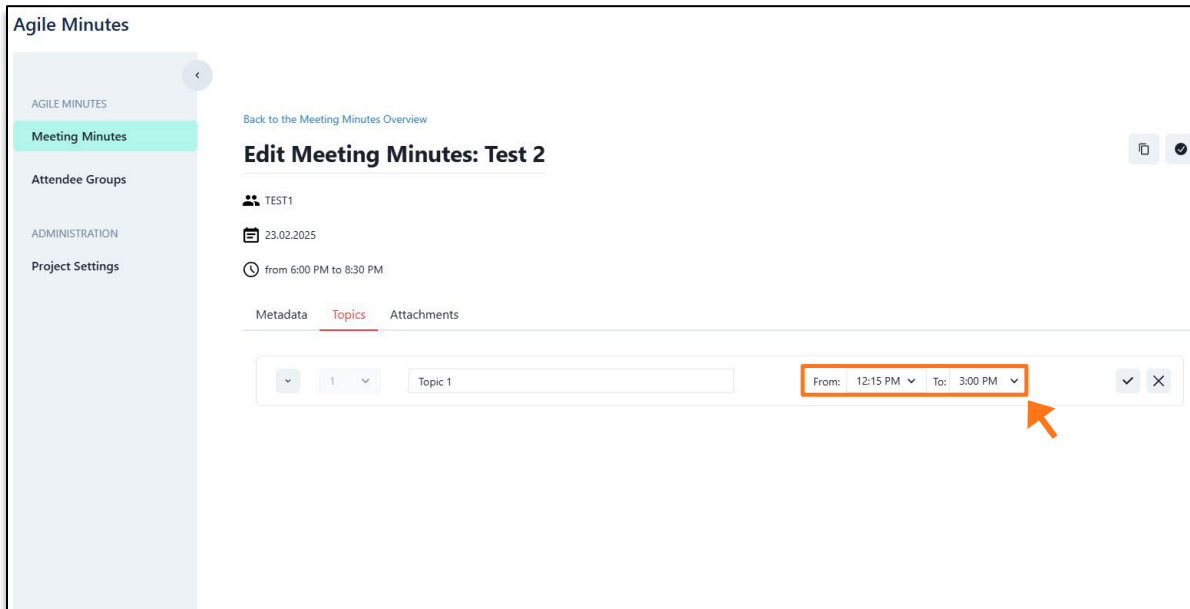
+ Add Topic

4. Enter 'Topic Name'.



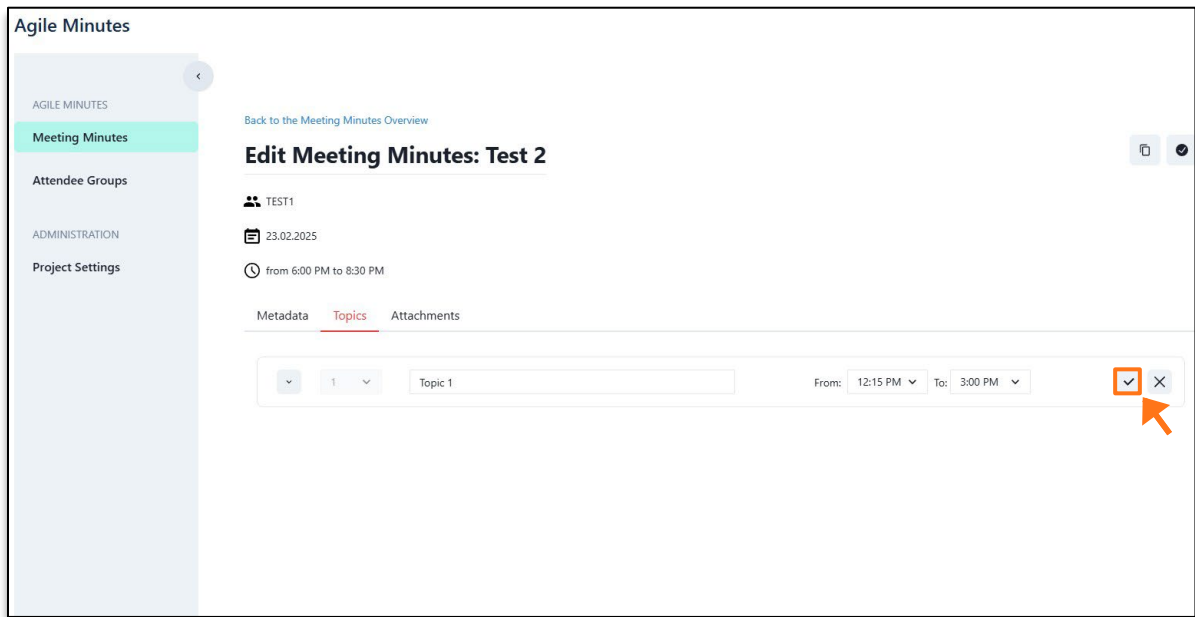
The screenshot shows the 'Edit Meeting Minutes: Test 2' interface. The left sidebar contains navigation options: AGILE MINUTES, Meeting Minutes (highlighted), Attendee Groups, ADMINISTRATION, and Project Settings. The main content area shows meeting details: TEST1, 23.02.2025, and a time range from 6:00 PM to 8:30 PM. Below this, there are tabs for Metadata, Topics, and Attachments. The 'Topics' tab is active, displaying a table with one row. The 'Topic 1' input field is highlighted with an orange box, and an orange arrow points to it. The table also includes 'From' and 'To' columns with dropdown menus and a '✓' button.

5. Enter the Duration of the 'Topic'.

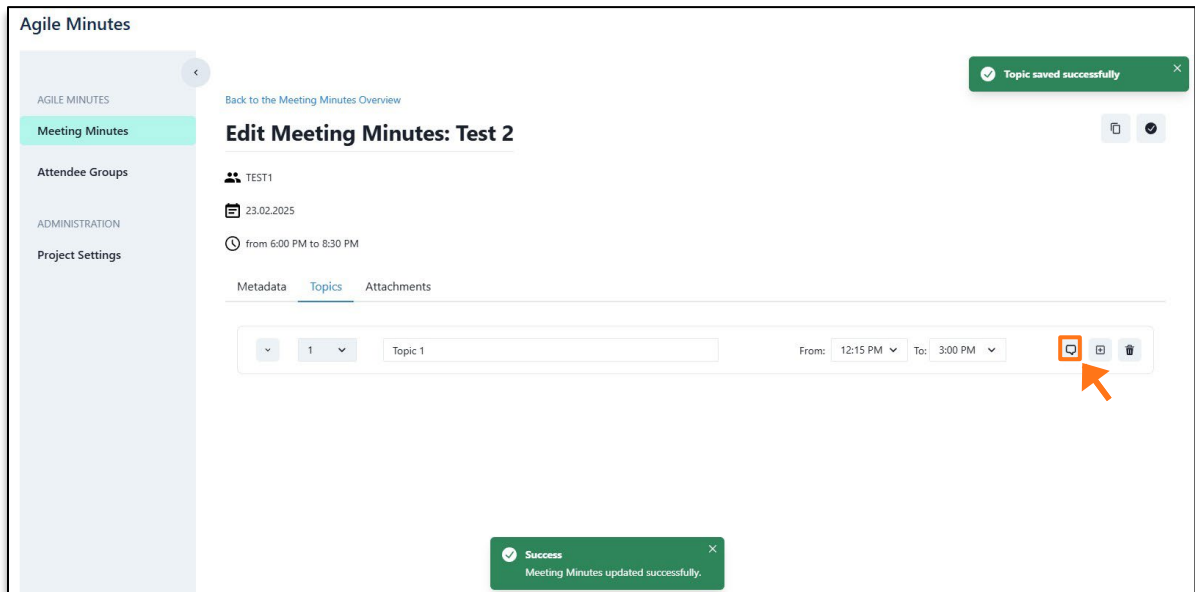


The screenshot shows the 'Edit Meeting Minutes: Test 2' interface, similar to the previous one. The 'Topics' tab is active, and the 'From' and 'To' time fields are highlighted with an orange box. The 'From' field is set to '12:15 PM' and the 'To' field is set to '3:00 PM'. An orange arrow points to the 'To' field. The table also includes a '✓' button.

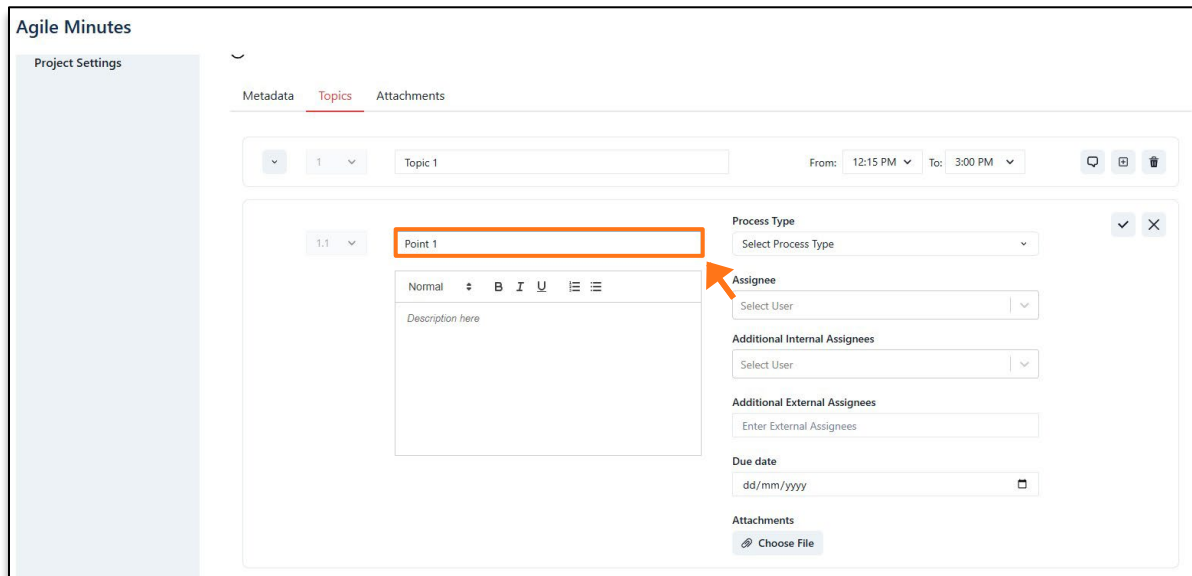
6. Click on the 'Update Topic' button to save the Topic.



7. Click on the 'Add Issue' button.

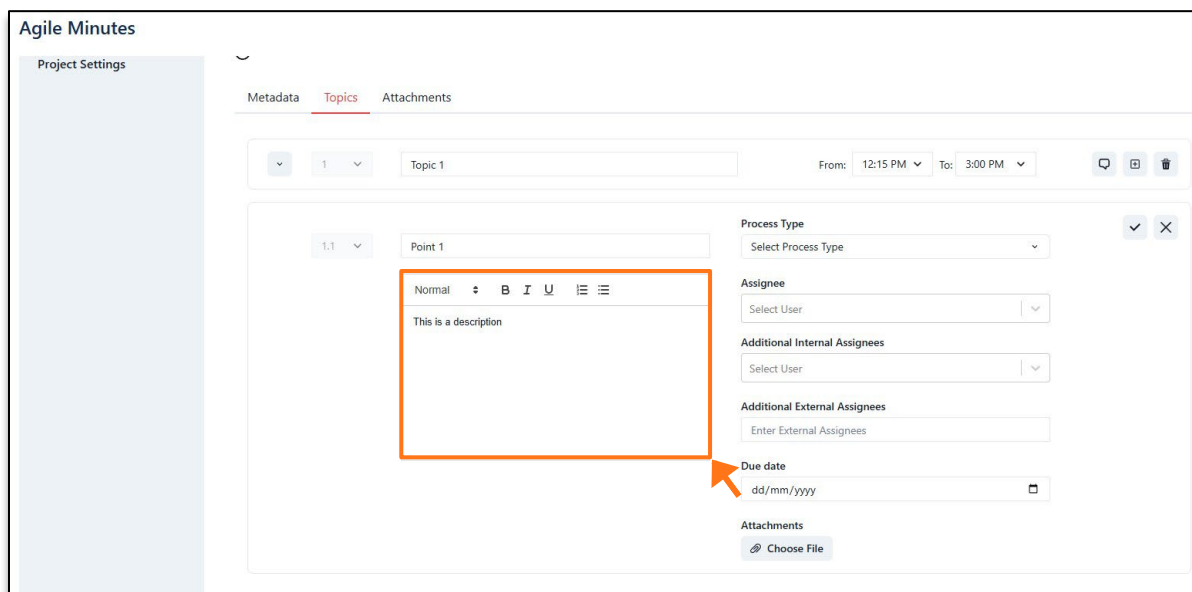


8. Click on '**Point**' to enter the **Title** of the **Issue**.



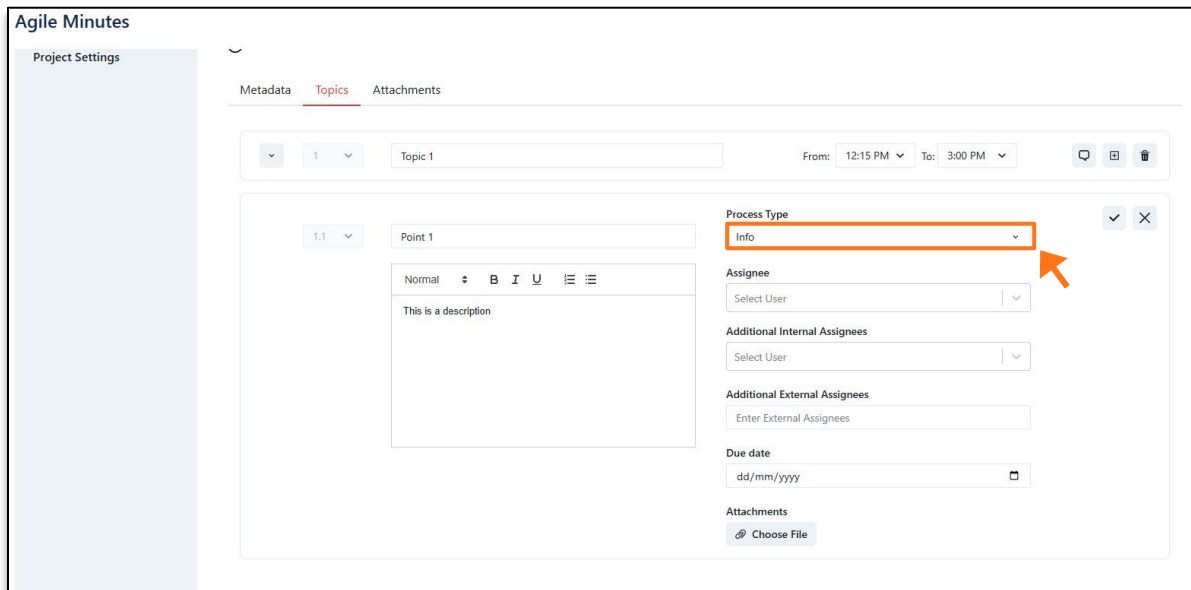
The screenshot shows the Agile Minutes interface. On the left is a 'Project Settings' sidebar. The main area has tabs for 'Metadata', 'Topics', and 'Attachments'. Below the tabs, there's a header with a dropdown menu, a '1' dropdown, a 'Topic 1' input field, and a time range 'From: 12:15 PM To: 3:00 PM'. The main content area has a '1.1' dropdown, a 'Point 1' input field (highlighted with an orange box), and a rich text editor with the text 'Description here'. To the right of the rich text editor are several form fields: 'Process Type' (dropdown), 'Assignee' (dropdown), 'Additional Internal Assignees' (dropdown), 'Additional External Assignees' (text input), 'Due date' (calendar), and 'Attachments' (button).

9. Enter the description of the '**Point**'.

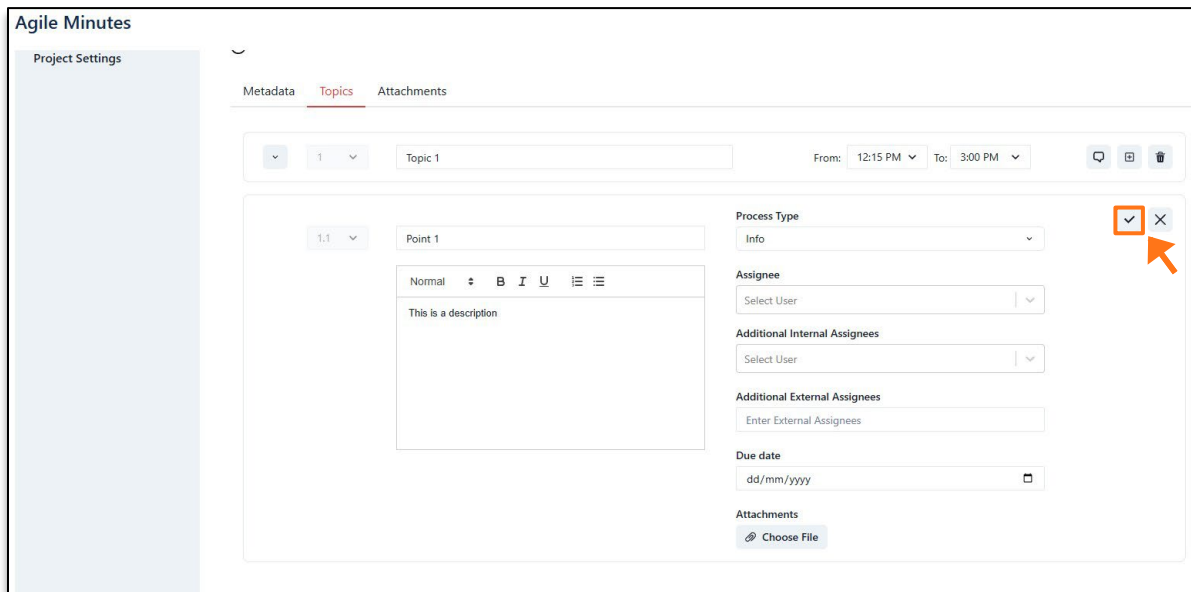


The screenshot shows the Agile Minutes interface with the same layout as the previous screenshot. The 'Point 1' title field is still highlighted with an orange box. The rich text editor now contains the text 'This is a description' and is also highlighted with an orange box. The rest of the interface remains the same.

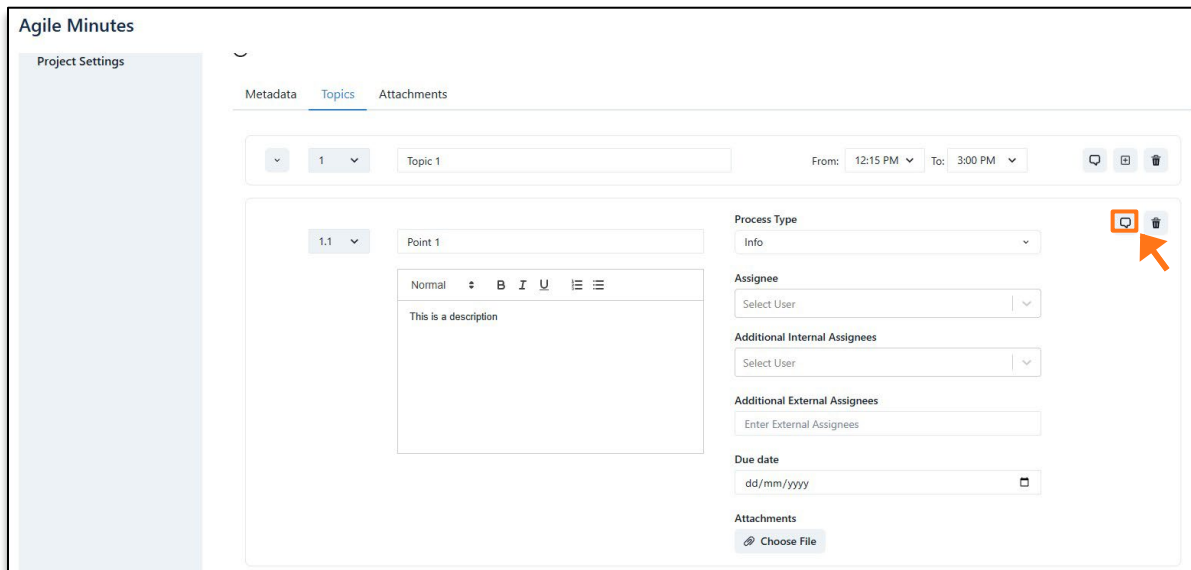
10. If this '**Point**' is only **information** and not a task, select '**Info**' on the right side.



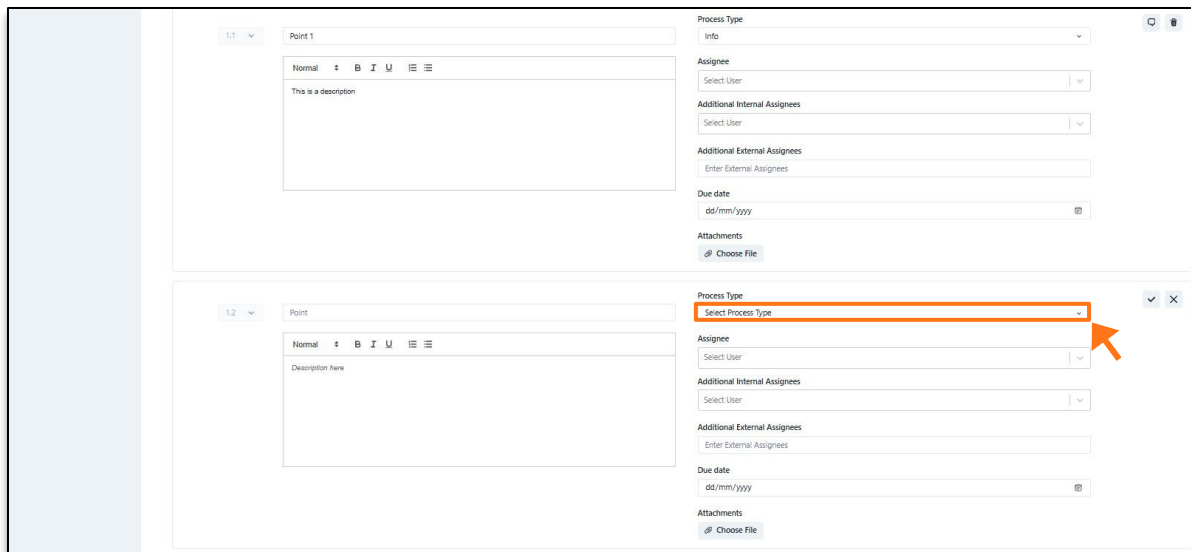
11. Click on the **'Update Issue'** button to save the **Point**.



12. To add the next point, click on the **'Add Issue'** button.

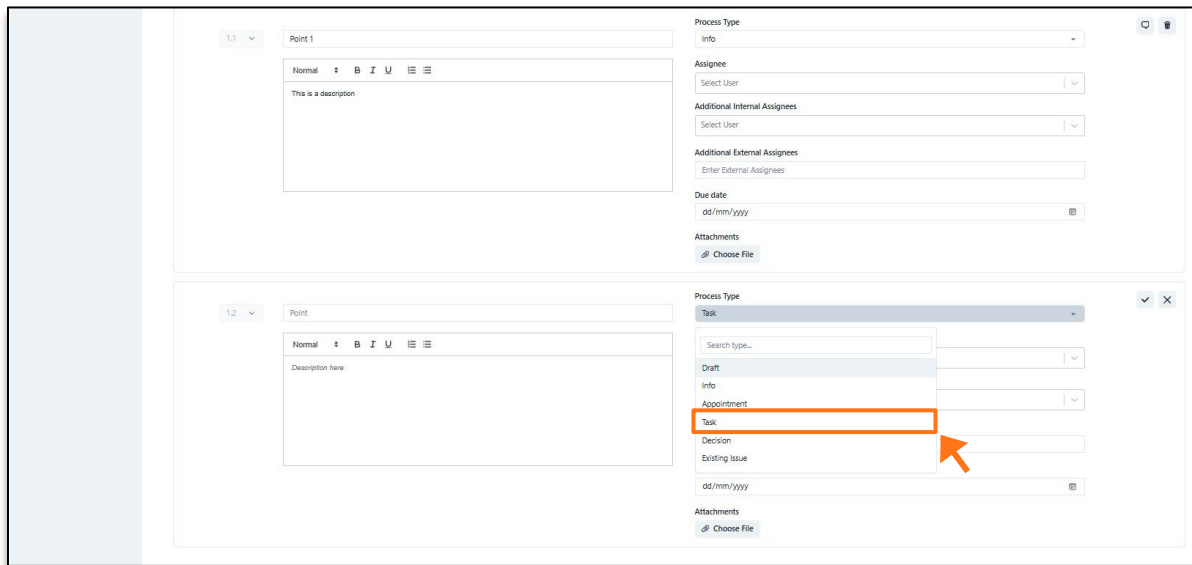


13. To make this point a 'Task', navigate to the 'Process Type' box.

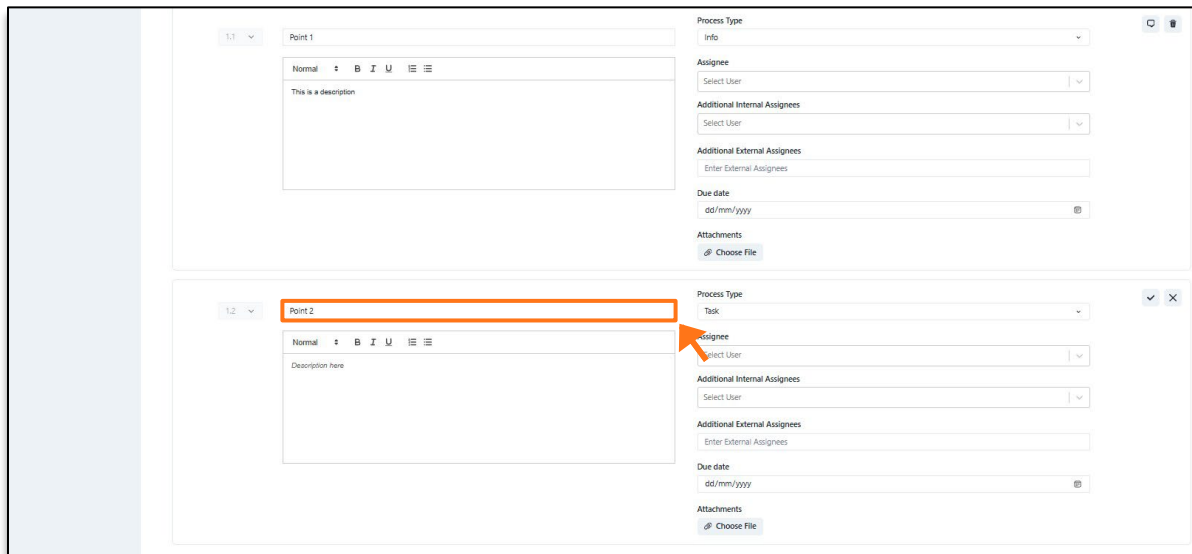


14. Select 'Task'.

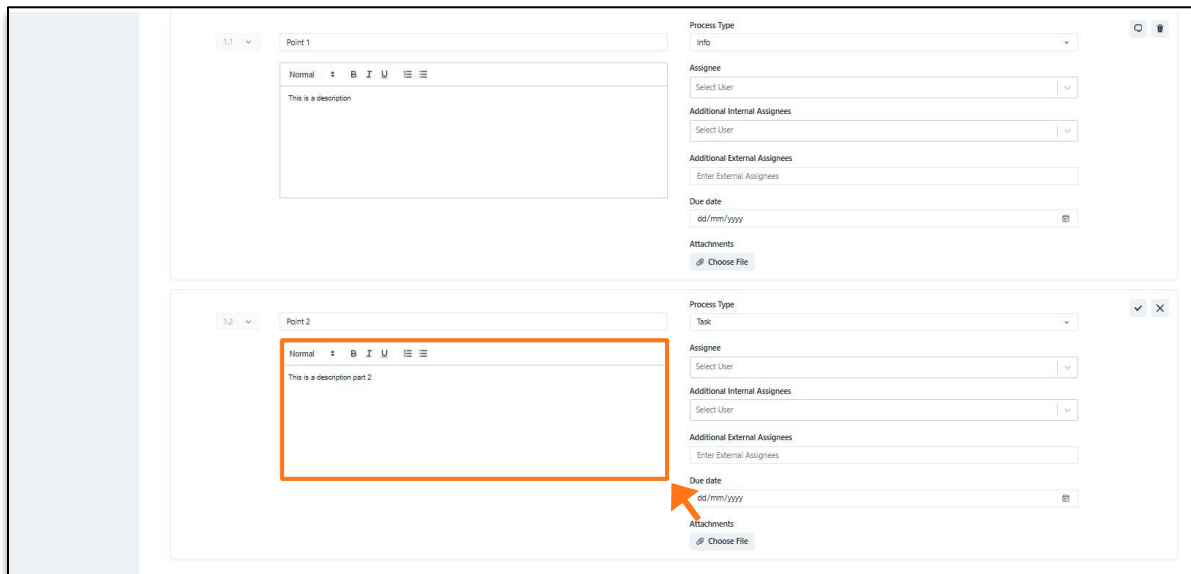
***Note:** This point will be converted to Jira Task after finalizing meeting.



15. Enter the title of the **Task**.



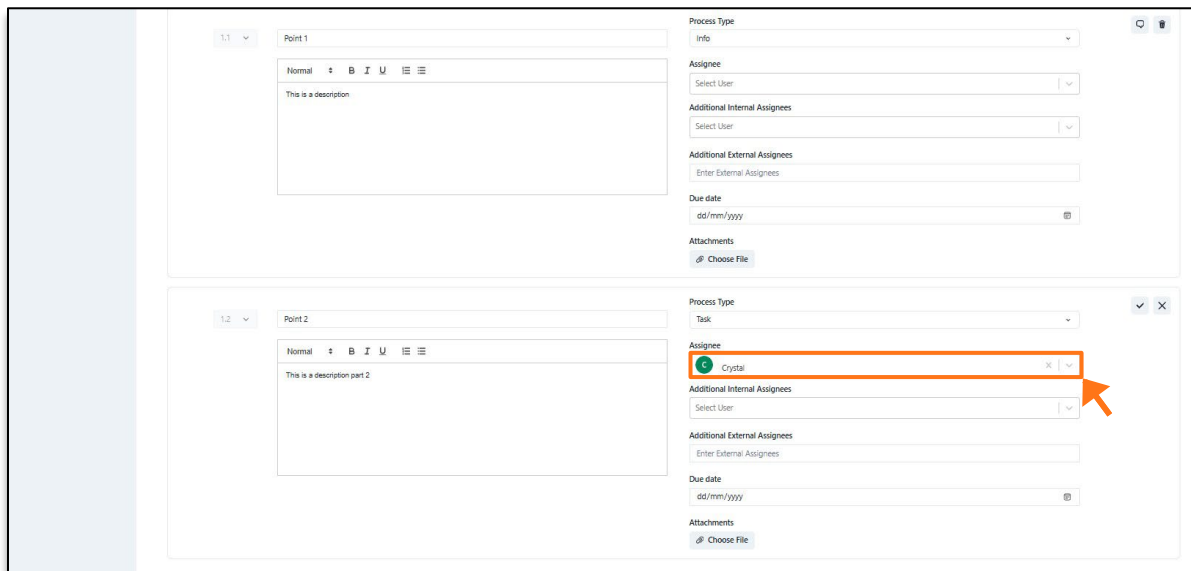
16. Enter the **description**.



The screenshot shows two task cards in a Jira interface. The top card is for 'Point 1' and the bottom card is for 'Point 2'. Both cards have a text area for the description. In the 'Point 2' card, the text area is highlighted with an orange border, and an orange arrow points to the 'Due date' field below it.

17. Select the **Assignee**.

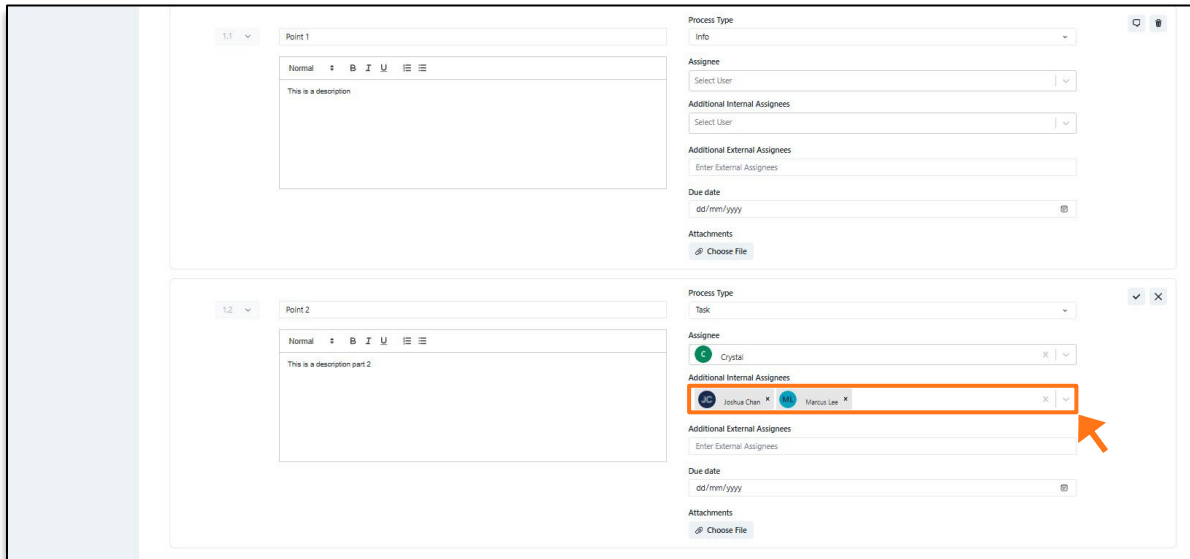
***Note:** Participant(s) who are responsible to finish the task.



The screenshot shows the same two task cards as in the previous image. In the 'Point 2' card, the 'Assignee' dropdown menu is open, showing a list of users. The user 'Crystal' is selected and highlighted with an orange border. An orange arrow points to the 'Assignee' field.

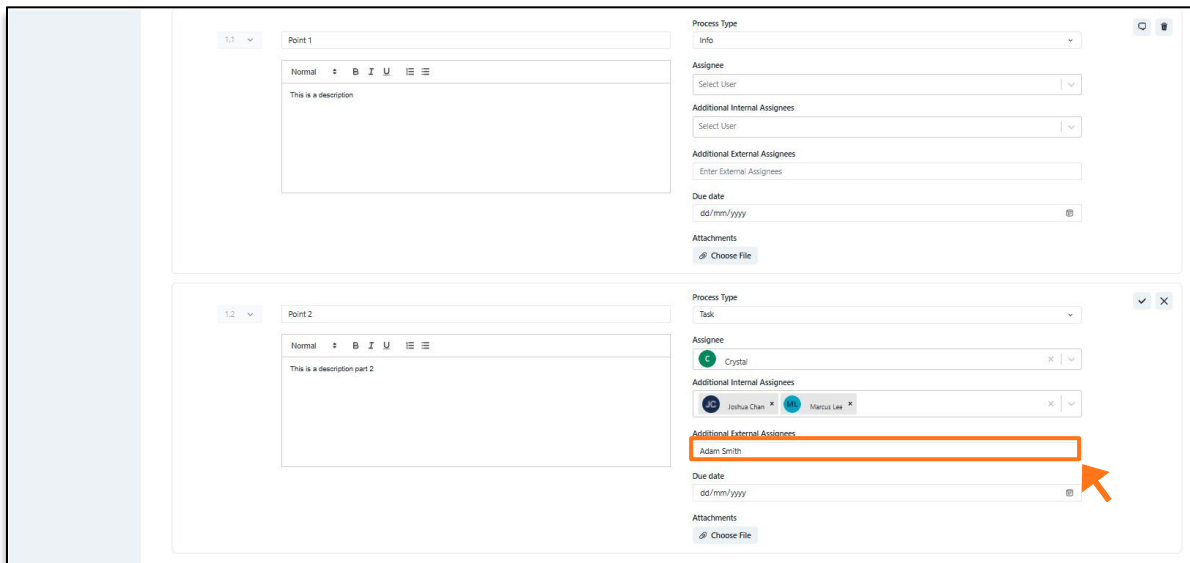
18. Click on '**Additional Internal Assignees**', to add a secondary assignee.

***Note:** Participant(s) who are responsible for supporting on the task.

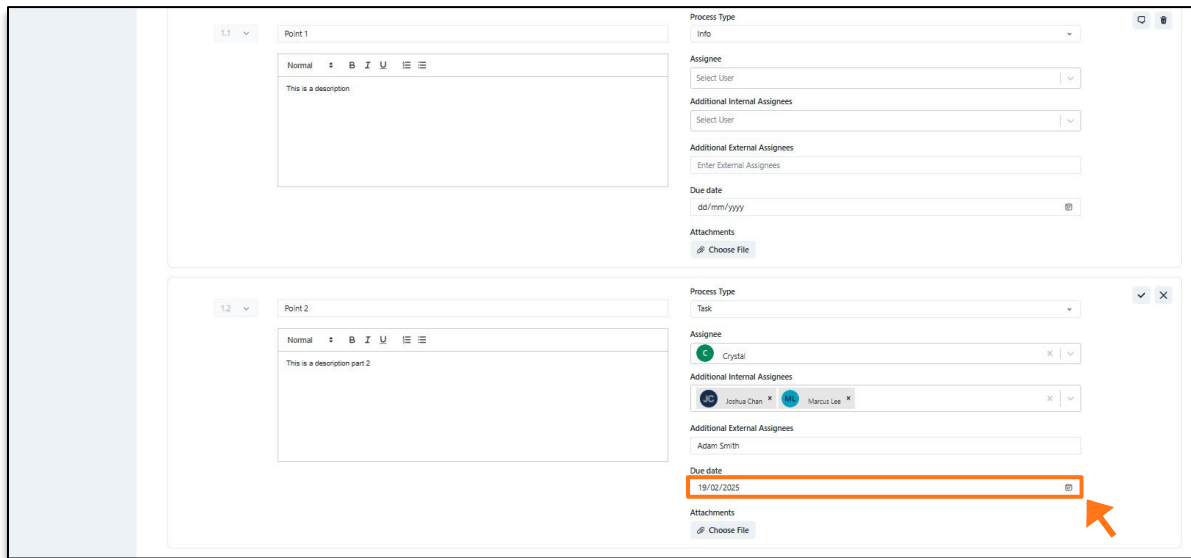


19. Click on **'Additional External Assignees'**, to add external assignee to the task.

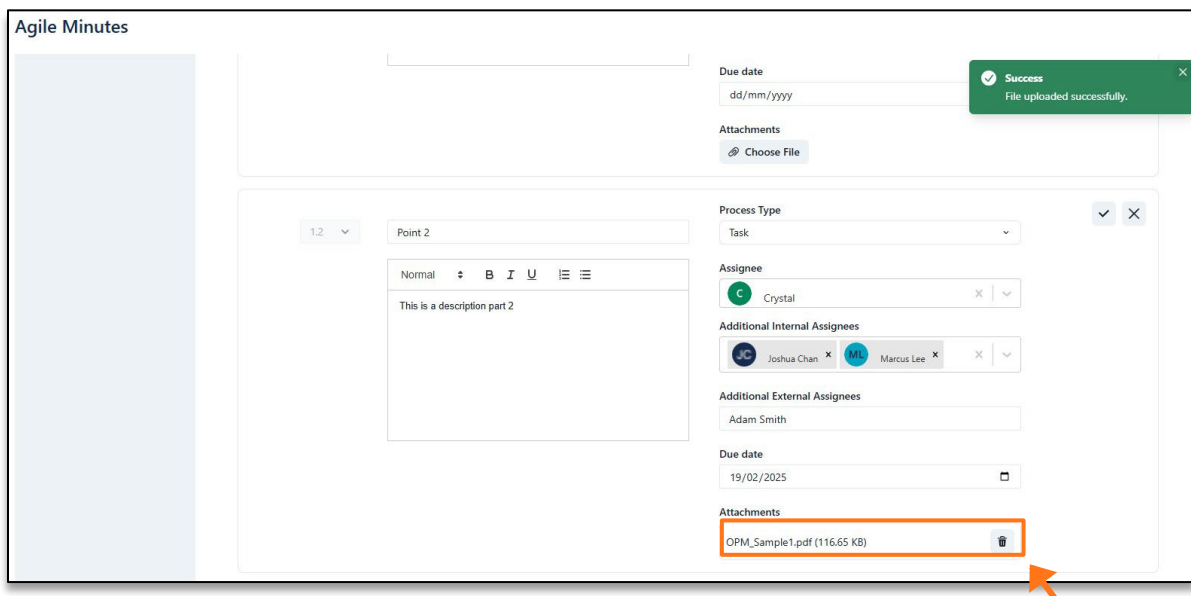
***Note:** External Assignee means the person who is not invited to Jira.



20. Enter the **Due Date**.



21. To attach document(s) to this task, click on **'Attachments'**, then choose the file from your device.



22. Save the point by clicking on the **'Update Issue'** button.

Agile Minutes

Due date: dd/mm/yyyy

Attachments: Choose File

Process Type: Task

Assignee: Crystal

Additional Internal Assignees: Joshua Chan, Marcus Lee

Additional External Assignees: Adam Smith



Due date: 19/02/2025

Attachments: OPM_Sample1.pdf (116.65 KB)

1.2 | Point 2

Normal | B | I | U | List icons

This is a description part 2

23. To add another topic, click on **'Add Topic'** button.

Agile Minutes

AGILE MINUTES | Meeting Minutes | Attendee Groups | ADMINISTRATION | Project Settings

Back to the Meeting Minutes Overview

Edit Meeting Minutes: Test 2



TEST1

23.02.2025

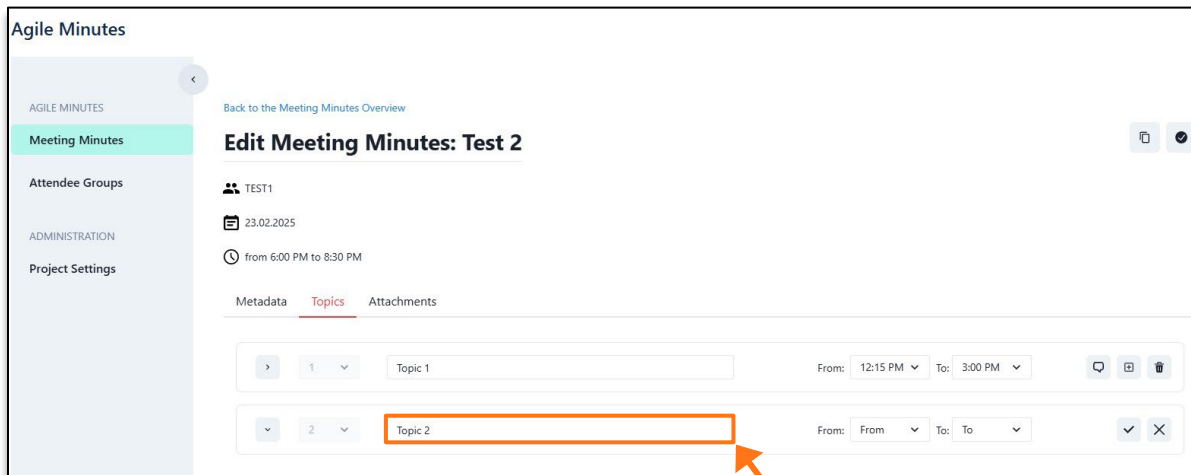
from 6:00 PM to 8:30 PM

Metadata | **Topics** | Attachments

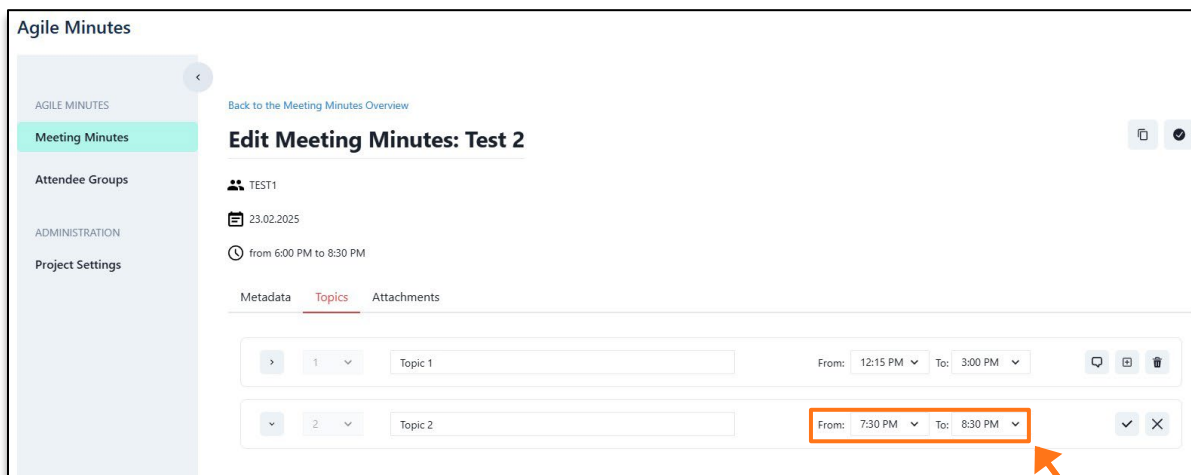
> 1 | Topic 1 | From: 12:15 PM | To: 3:00 PM

24. Enter **the Name of the Topic**.



25. Enter the Time Range of the Topic.



26. Click on the 'Update Topic' button to save the topic.

Agile Minutes

AGILE MINUTES [Back to the Meeting Minutes Overview](#)

Meeting Minutes **Edit Meeting Minutes: Test 2**


Attendee Groups TEST1

ADMINISTRATION 23.02.2025

Project Settings from 6:00 PM to 8:30 PM

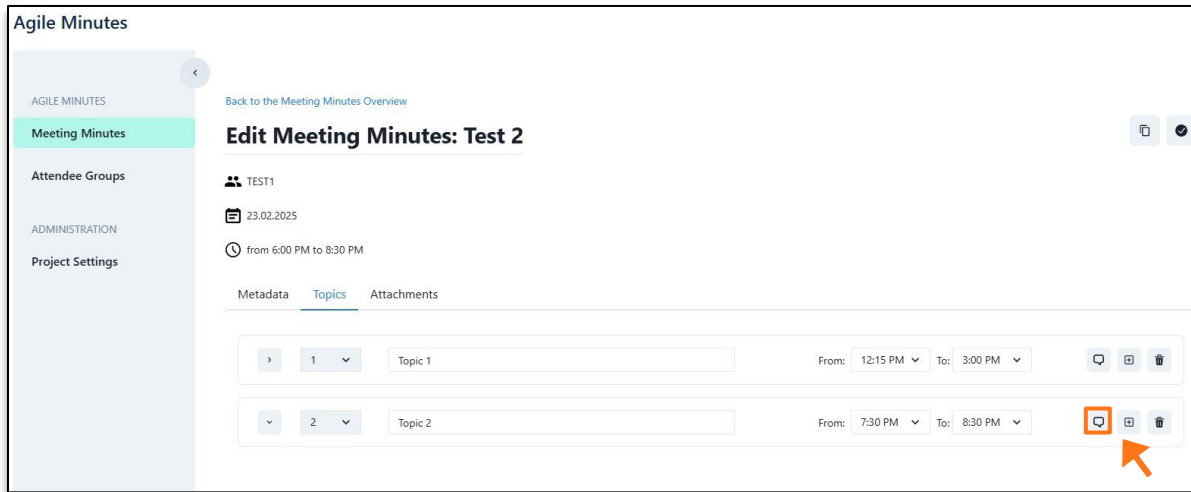
Metadata **Topics** Attachments

>	1	Topic 1	From: 12:15 PM	To: 3:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>	2	Topic 2	From: 7:30 PM	To: 8:30 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

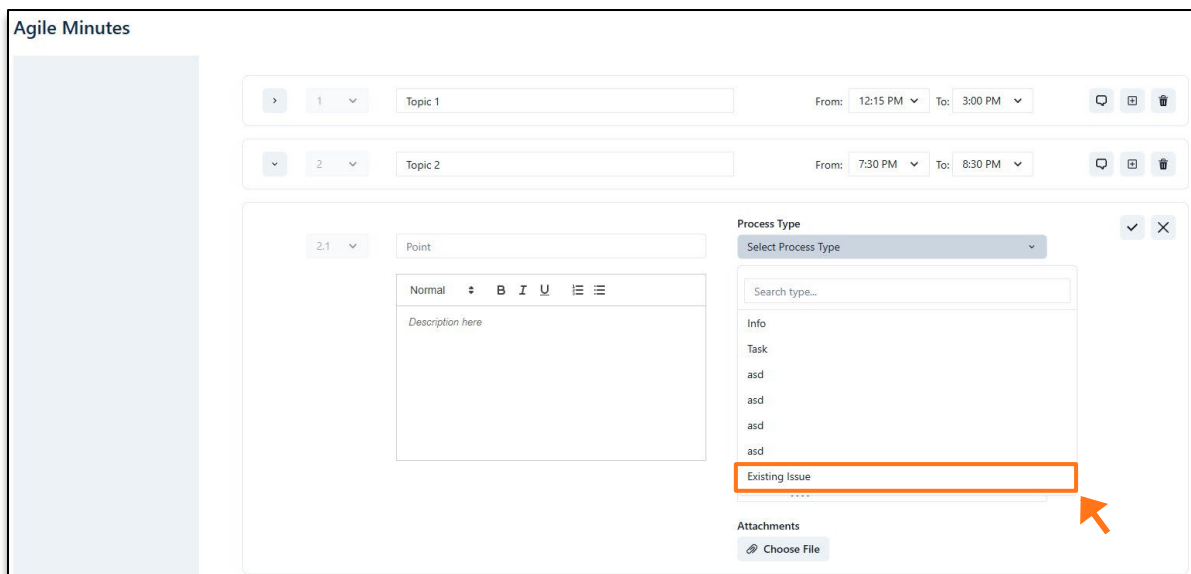


Click on

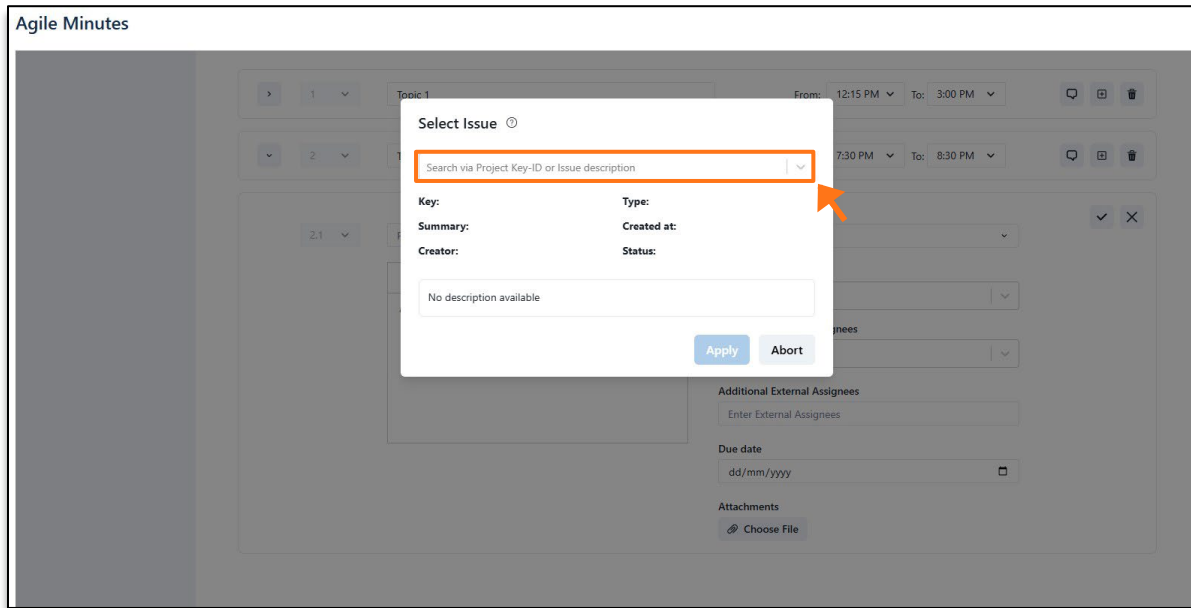
27. 'Add Issue' to add another point.



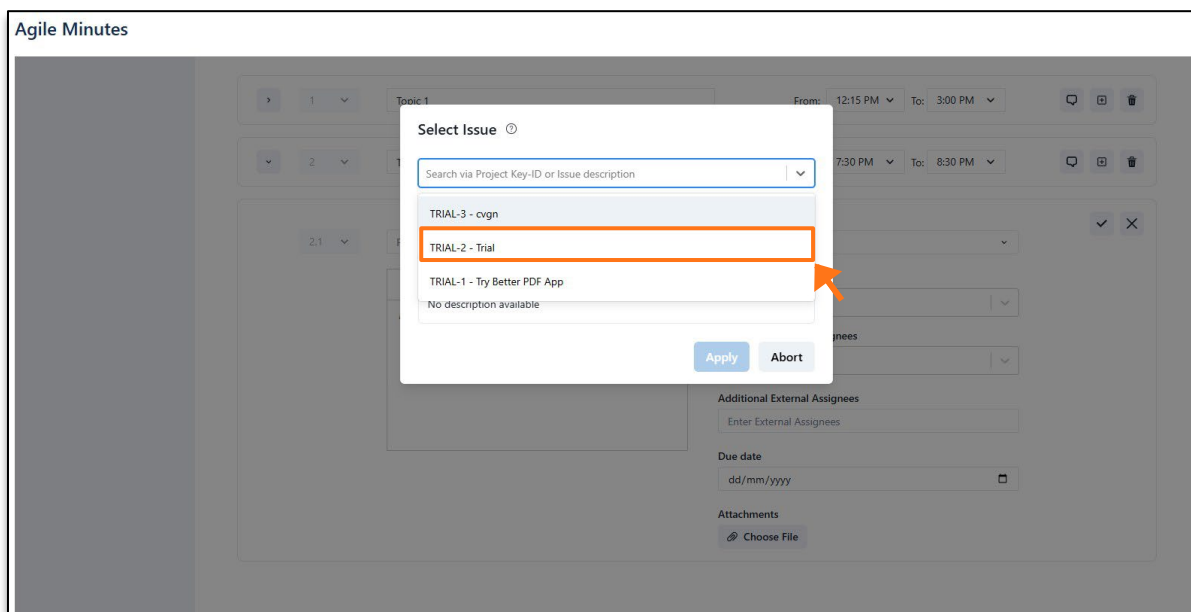
28. To add an **Existing Task** from the Jira system, click on 'Existing Issue'.



29. To search for the **Existing Jira Issue**, navigate to the search box.

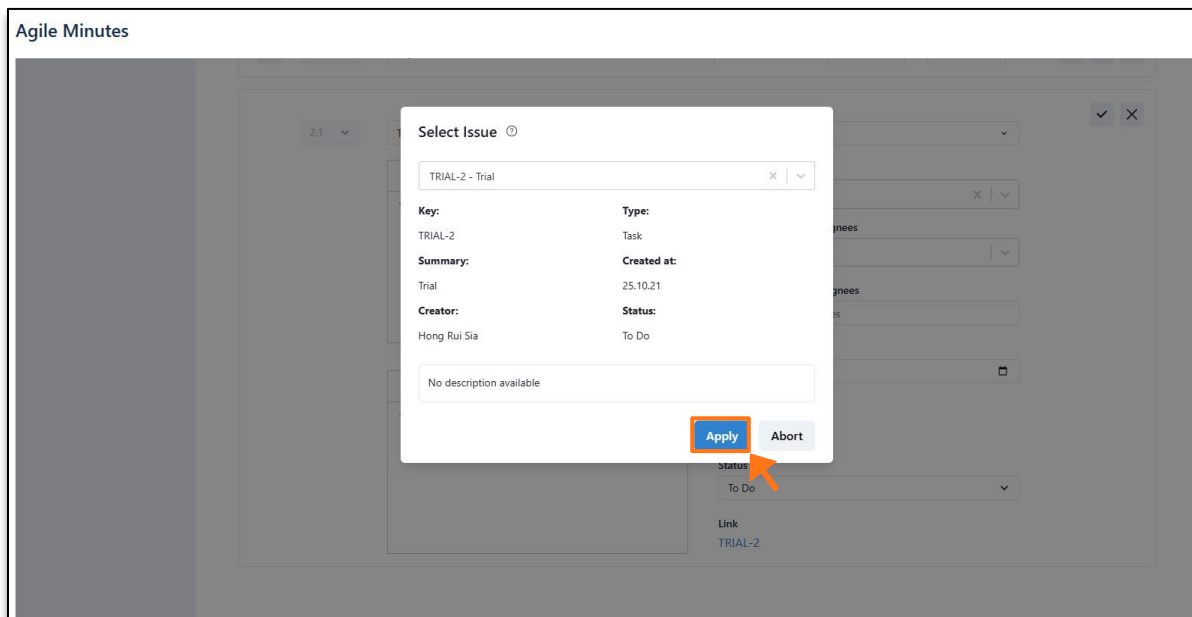


30. Select the **Existing Task**.



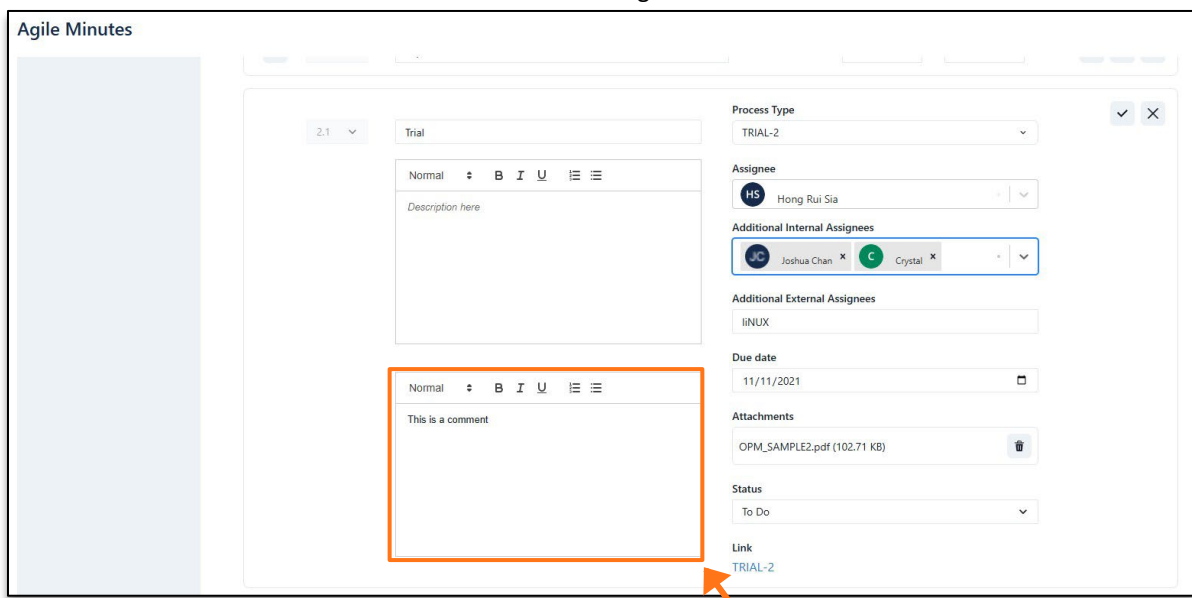
31. **'Apply'** to select the issue.

Click on

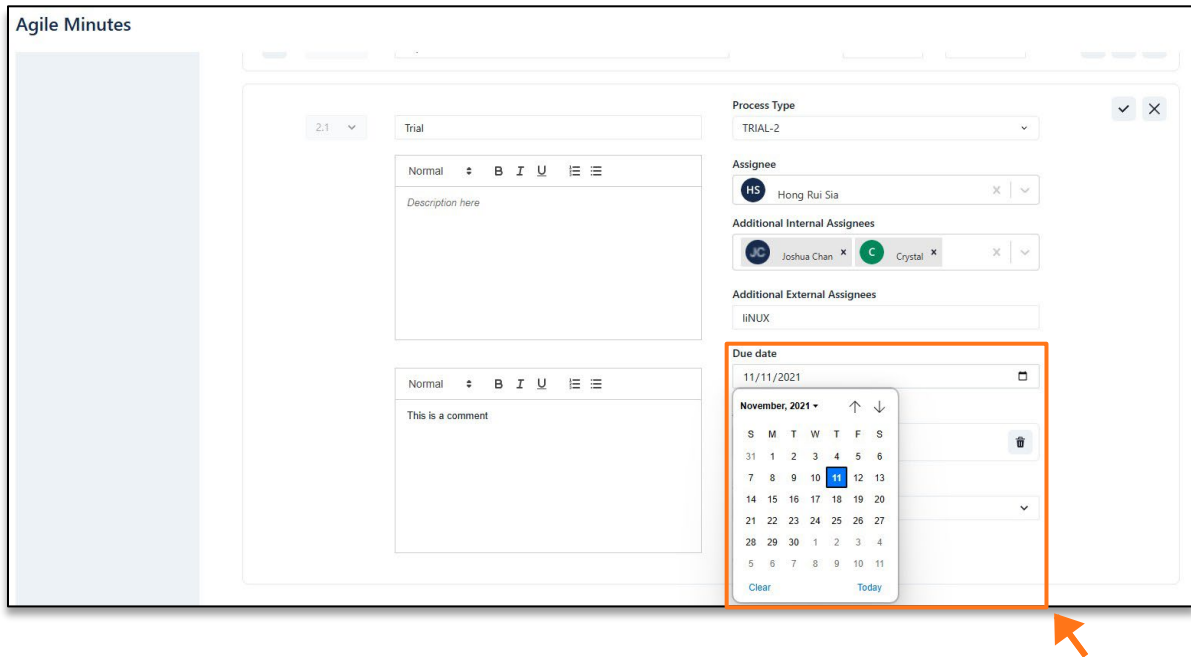


32. The **Existing Jira Issue** will be loaded. To add a description in the meeting, click on the **'Comment'** box.

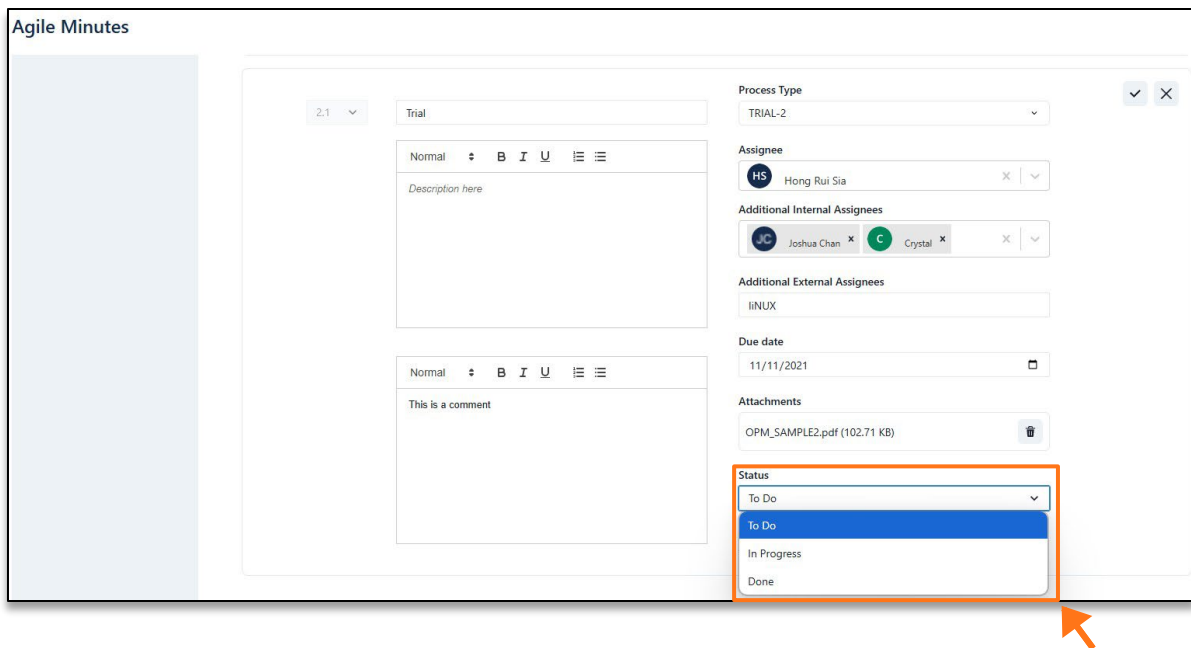
***Important Note:** It is not the box above the 'comment' box. This box is the original description of the existing Jira issue. We would recommend to add comments as additional info spoken in the meeting, so this information will show as 'comment' in the Jira issue after finalize meeting minutes.



33. The **Due Date** can be changed as well.

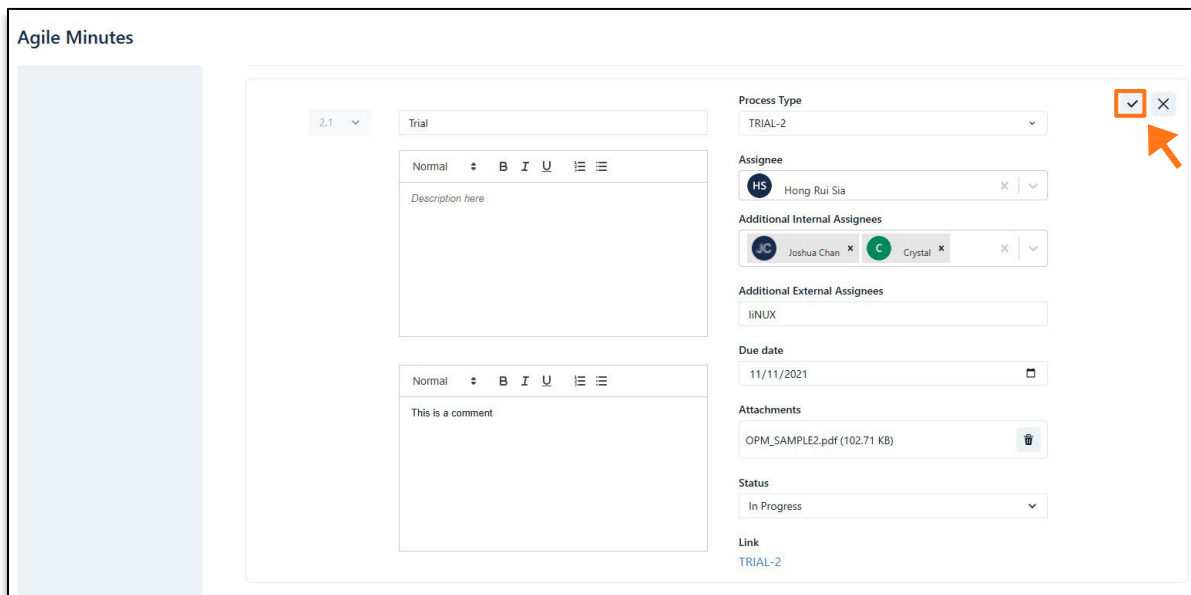


34. Here you can also **change the status** of the existing Jira issue.

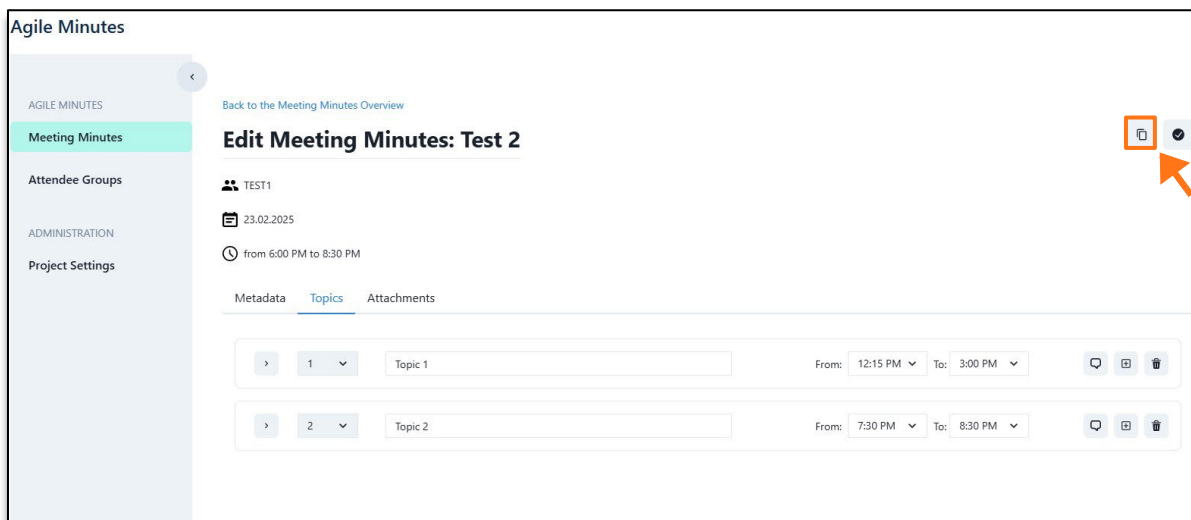


35. **'Update Issue'** button to save.

Click on



36. To view the meeting minutes as a draft, click on the 'View Draft' button.



37. Upon downloading, the PDF export appears as follow.

Test 2.pdf | 1 / 7 | 57%

Meeting Minutes: Test 2

Data

Project Test 2
Date/Time 2020-02-23 / 6:00 PM - 8:30 PM
Location Madrid
Attendees Group TS/IT1
Secretary Luke Khay Vern

Participant

Luke Khay Vern	Internal	lkhay.vern@imicon.de
Marcelo Lee	Internal	-
Joshua Chan	Internal	-
Hong Rui Sia	Internal	alex.sia@tata-pm.net

Additional Distributors

ZZ Carlos	XYZ Company	carlos@mail.com
LL Charles	XYZ Company	charles@gmail.com

Attachments

Meeting Point

1.1	OPM_Sample1.pdf
2.1	OPM_SAMPLE2.pdf

Topics

Nr.	Duration	Title/Topic
1	12:15PM-12:20PM	Topic 1
2	07:30PM-08:30PM	Topic 2

Discussion

Nr.	Duration	Title/Topic
1.1	12:15PM-12:20PM	Topic 1
1.1.1		Point 1
		This is a description
		Type: Note
		Assignee: -
		Due Date: -
1.2		Point 2
		This is a description part 2
		Type: Task
		Assignee: Crystal
		Attendees: Joshua Chan, Marcelo Lee, Adam Smith
		Due Date: 2020-02-18
2.	07:30PM-08:30PM	Topic 2
2.1		TRIAL 2 - Trial
		Type: Note
		Comments: This is a comment
		Assignee: Hong Rui Sia
		Attendees: Joshua Chan, Crystal
		Due Date: 2020-11-11

38. The **Attachment** will be included as well.

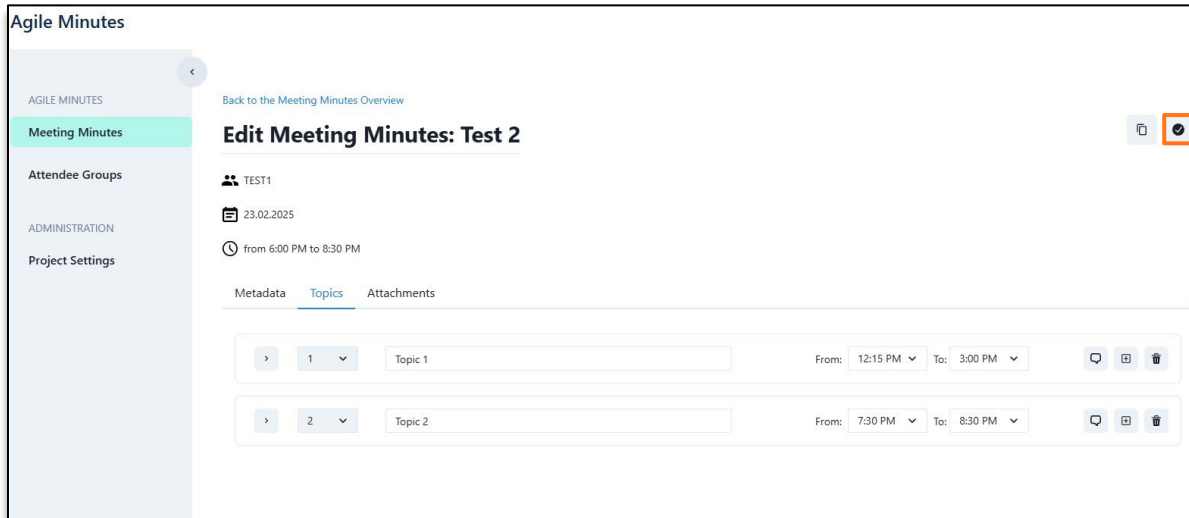
Test 2.pdf | 3 / 7 | 48%

Attachment:
OPM_Sample1.pdf

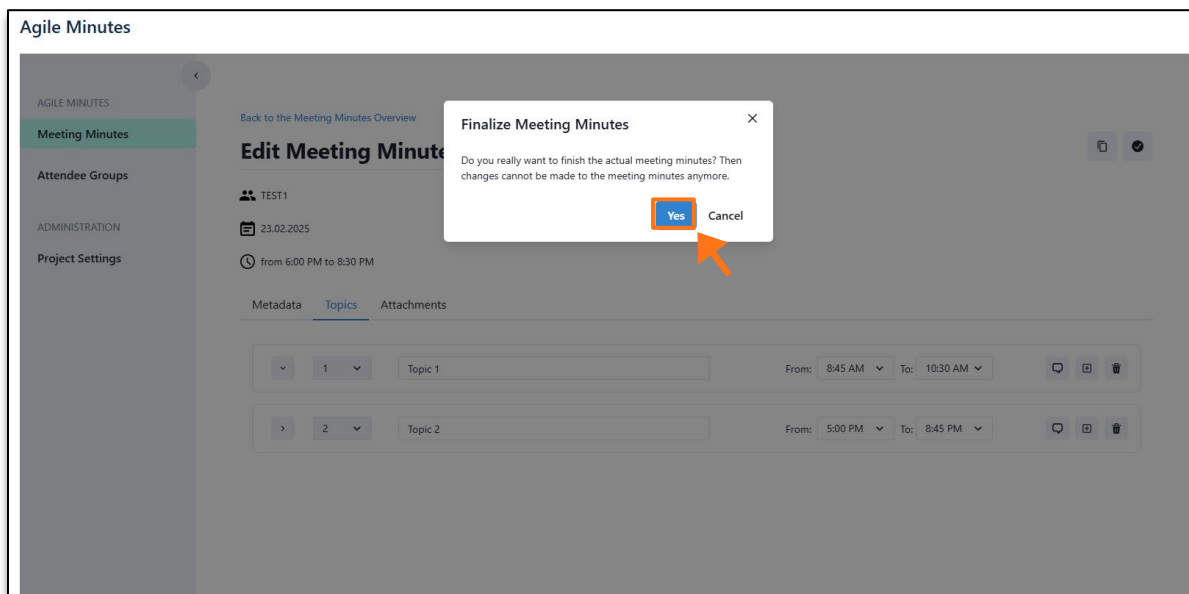
Powered by AgileMinutes | 1637_160220_Test_2.pdf

1.3 Finalizing Minutes

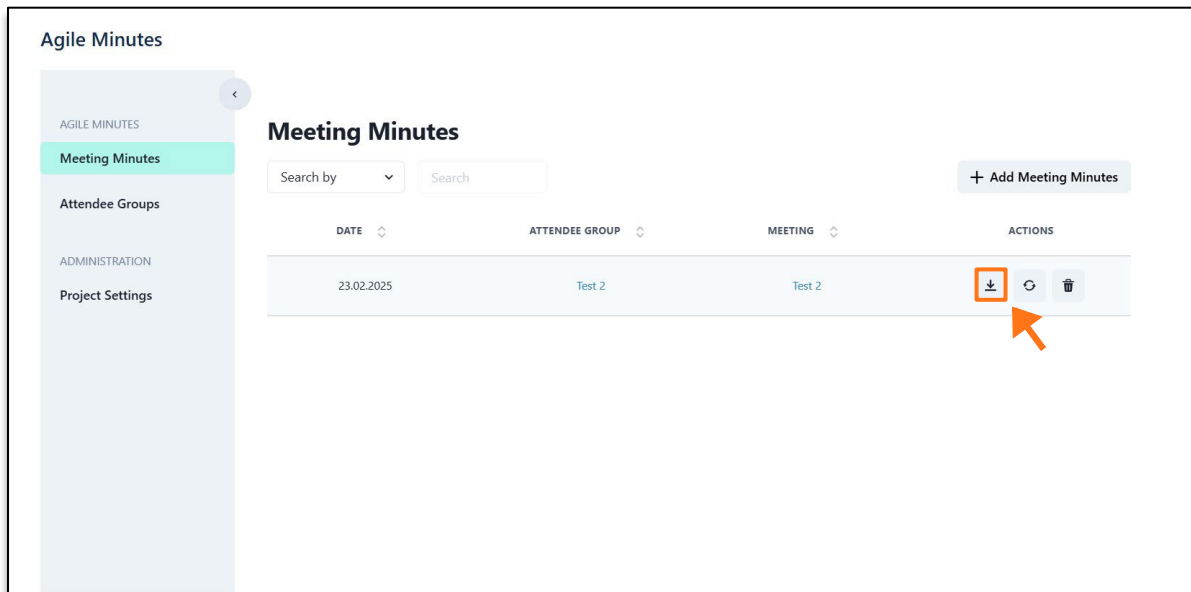
1. To finalize the meeting minutes, click on **'Finalize Meeting Minutes'** button.



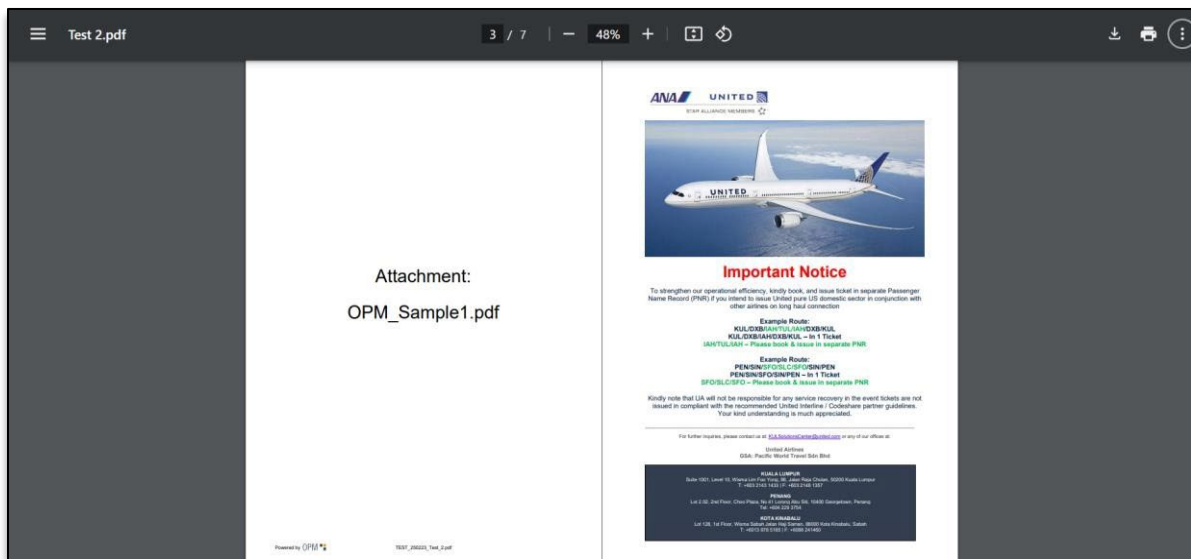
2. Confirm with **'Yes'** button.



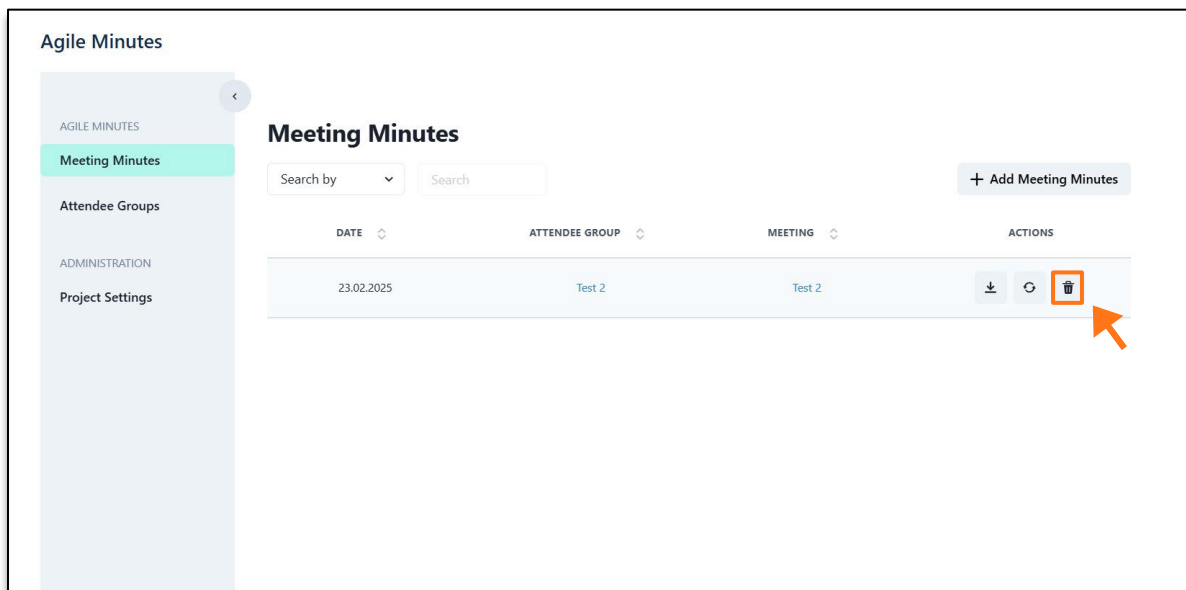
3. After finalization, the list of meeting minutes will be shown. To download the PDF export, click on the **'Download PDF'** button.



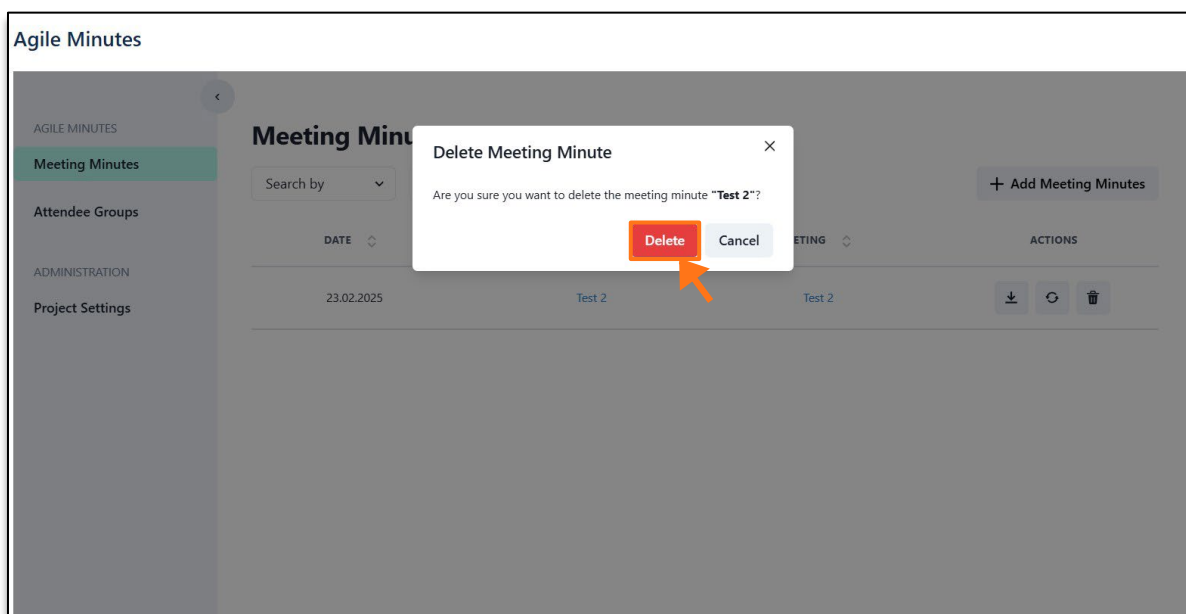
4. This is the result.



5. To delete the meeting minutes, click on the 'Delete' button.



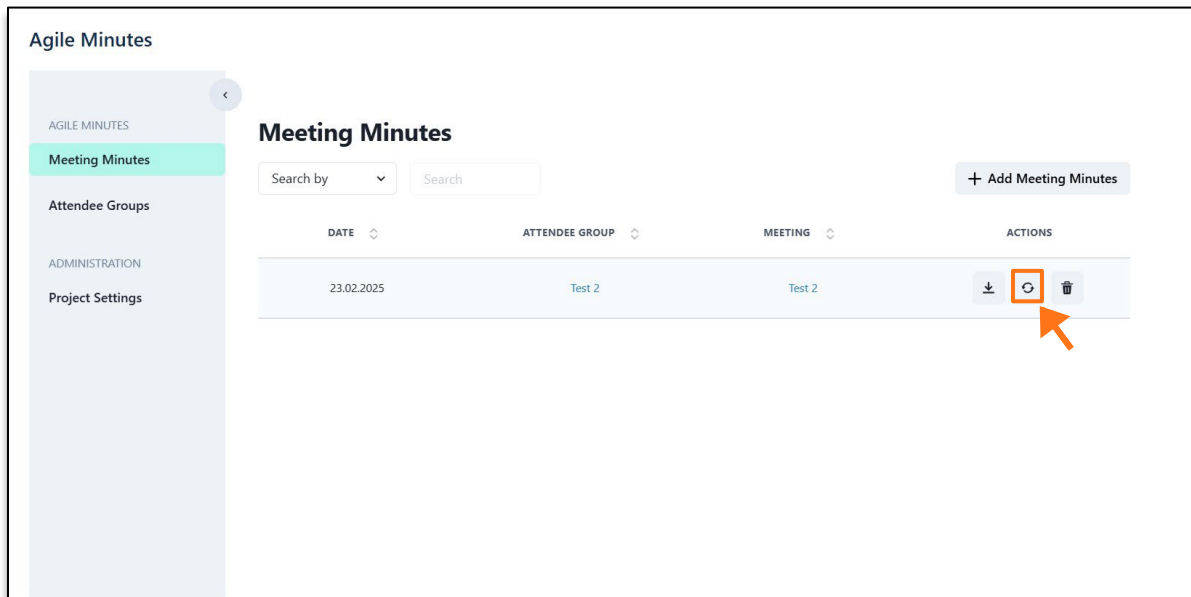
6. Confirm with 'Delete' button.



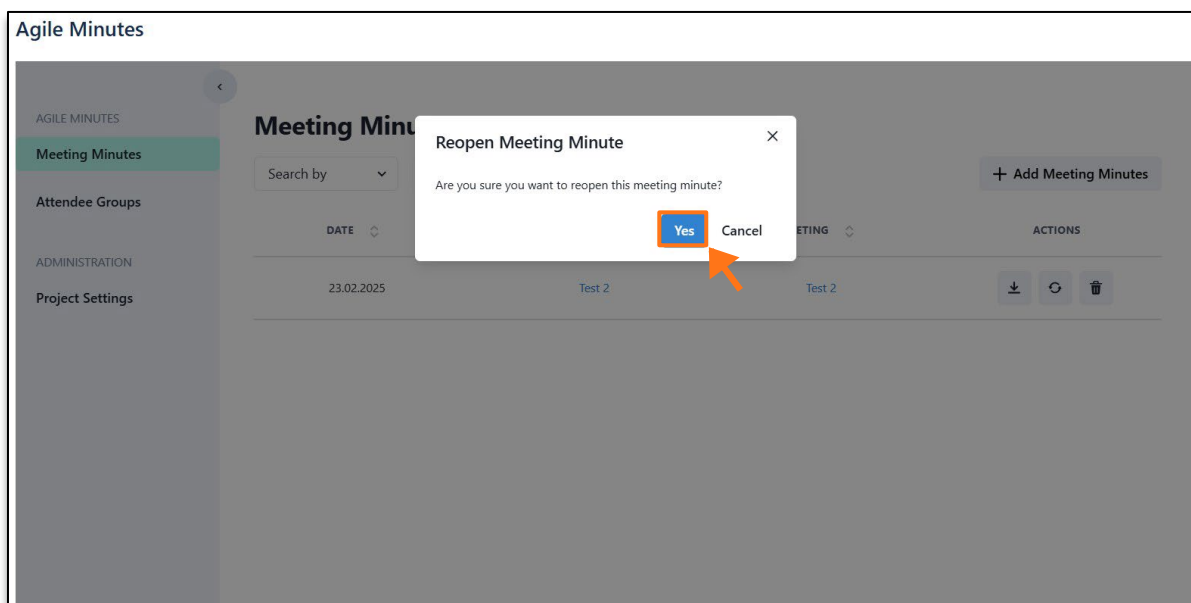
1.4 Reopening Minutes

After finalizing the meeting minutes, Jira tasks flow into the Jira task tracking system, and existing Jira tasks are updated. If the minutes are required to be reopened, there is an option for this.

1. To reopen the meeting minutes, click on the 'Reopen' button.

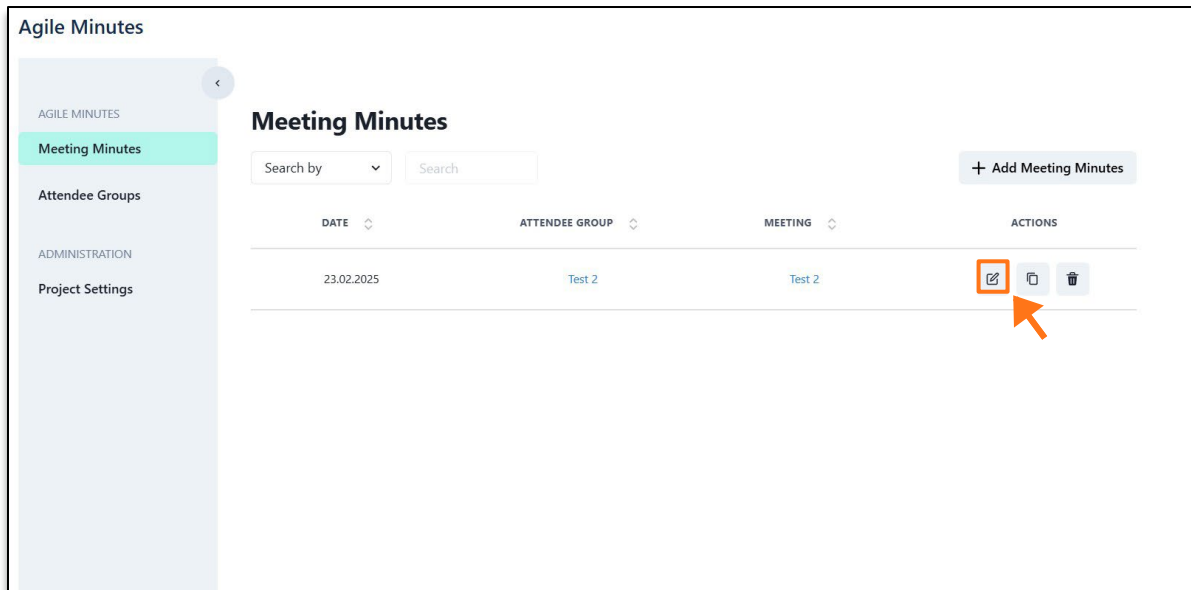


2. To confirm, click on 'Yes'.

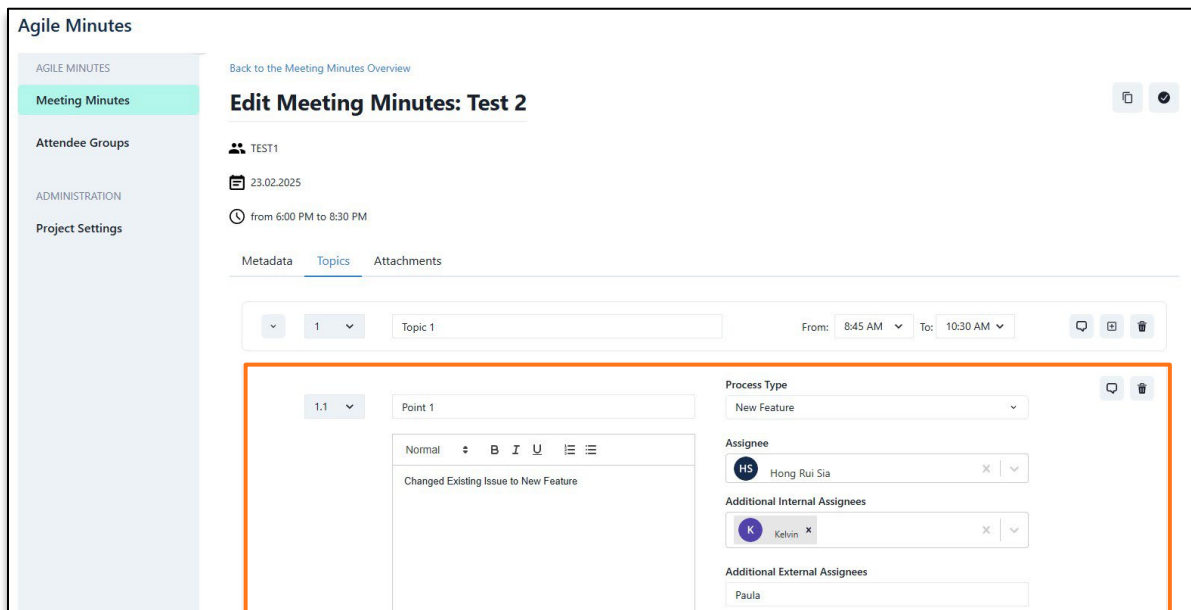


1.4.1 Editing Meeting Minutes

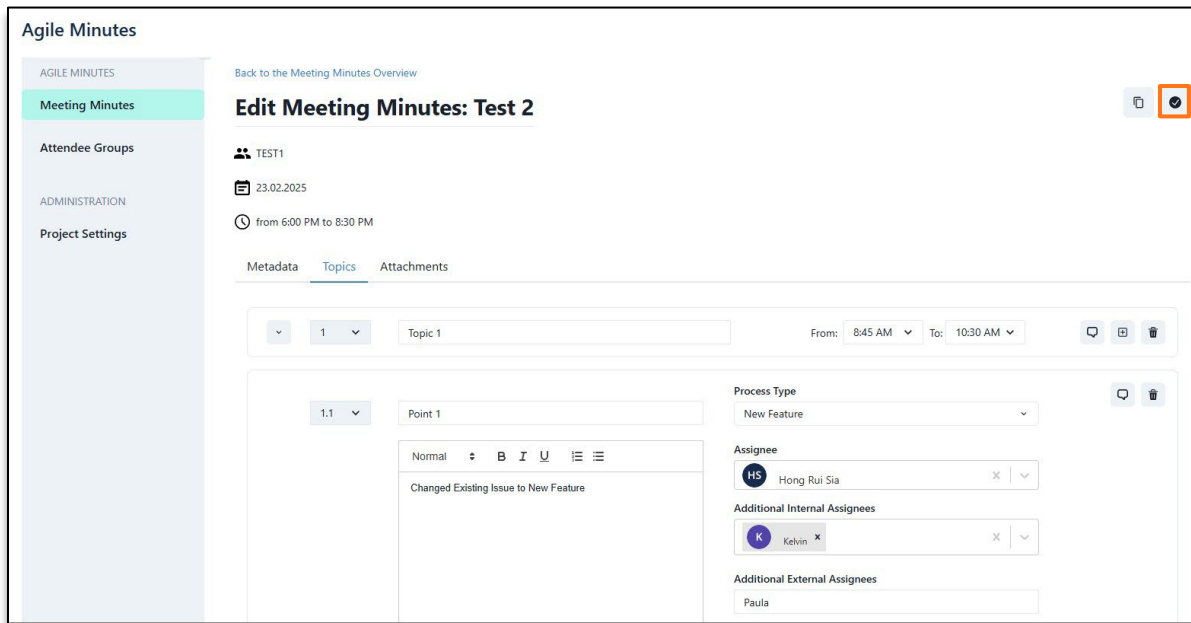
1. The minutes can be edited again.



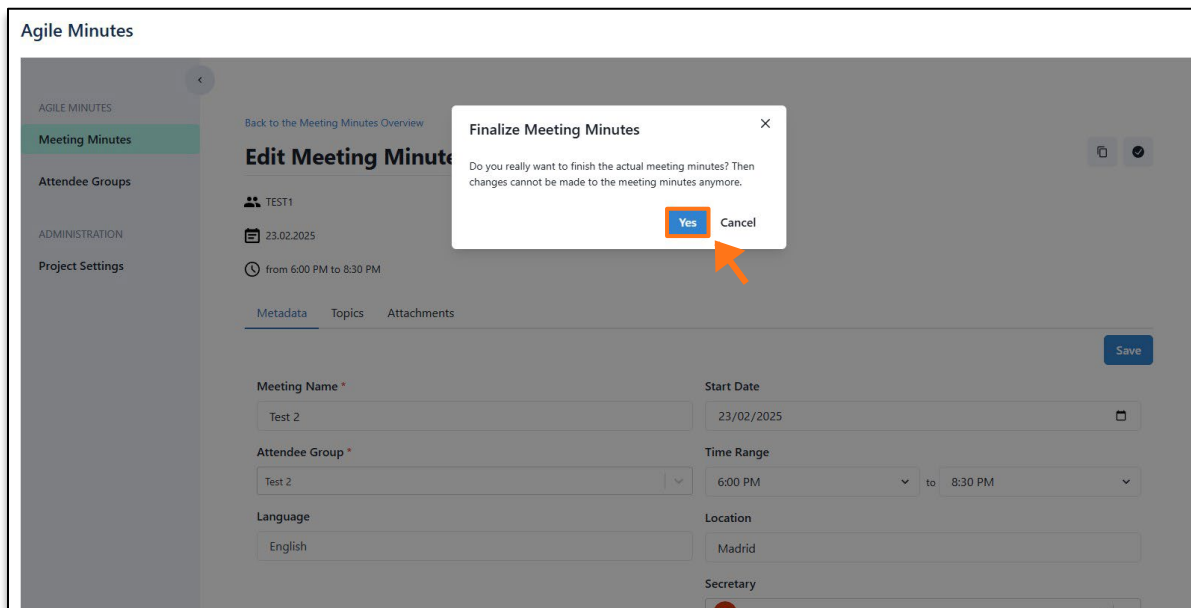
2. For example, you can make changes to the point.



3. After making modifications, the meeting can be finalized again.

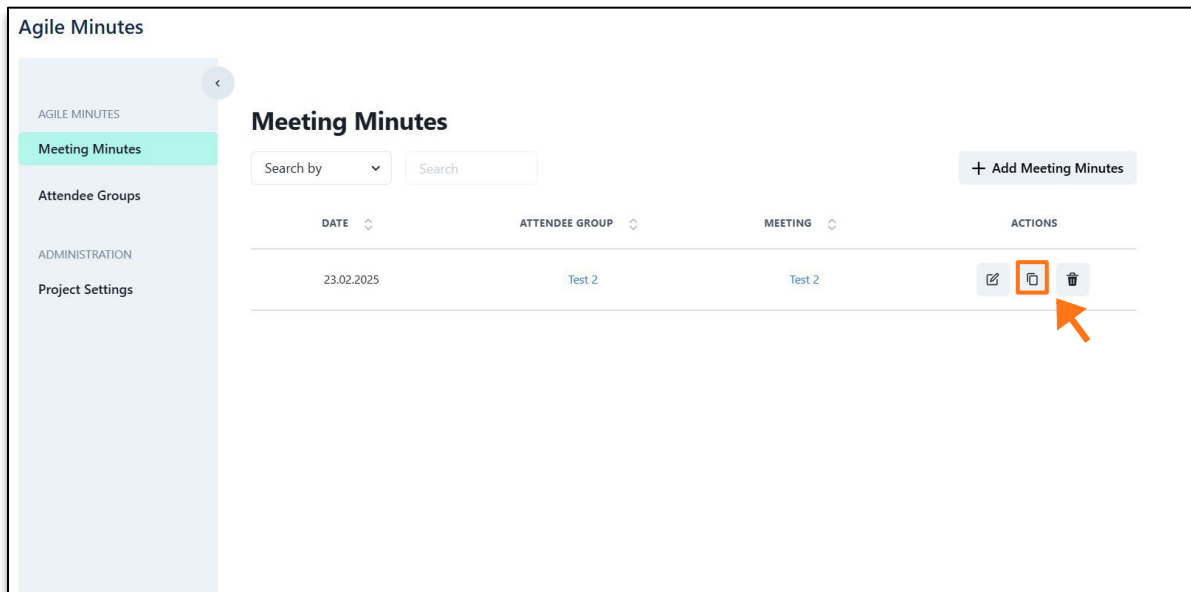


4. Confirm with 'Yes' button and the meeting will be finalized.

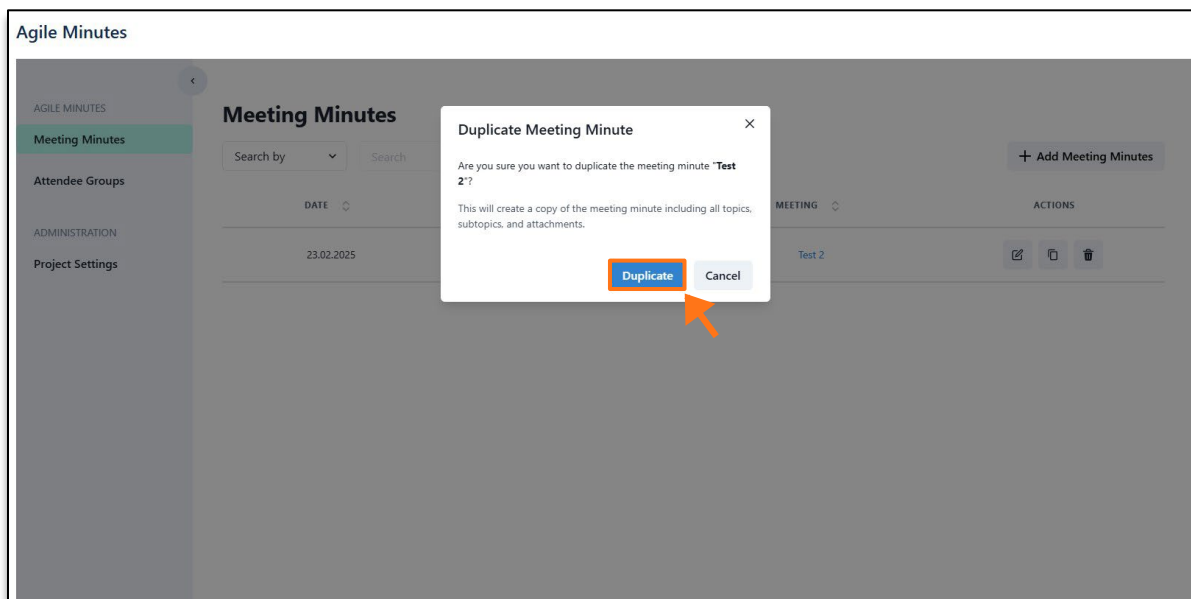


1.4.2 Duplicate Meeting Minutes

1. To make duplication of meeting minutes, click on 'Duplicate' button.



2. Confirm with 'Duplicate' button.

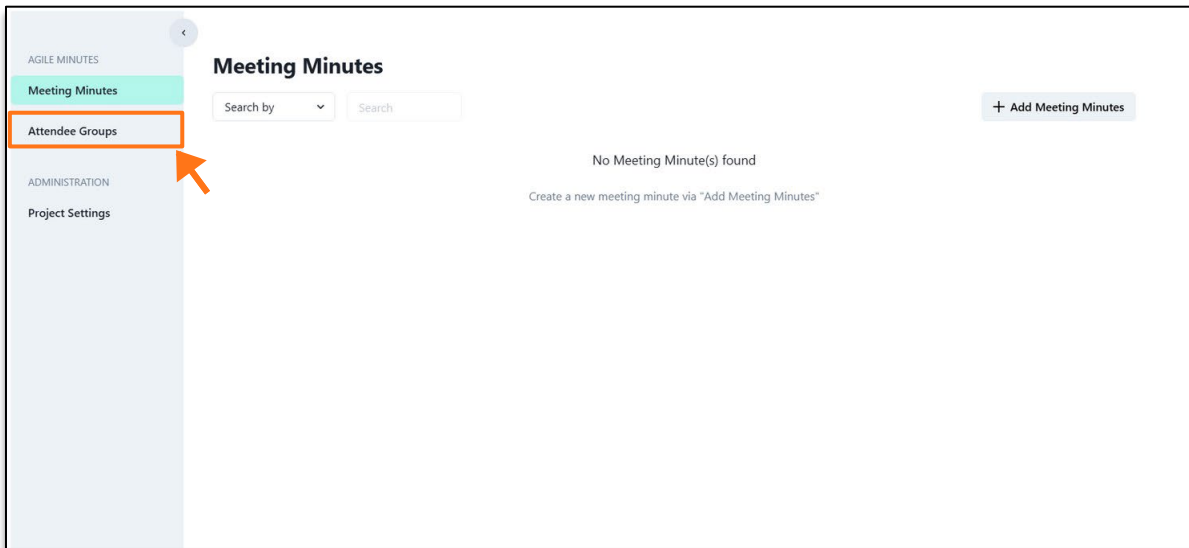


2.0 Attendee Group

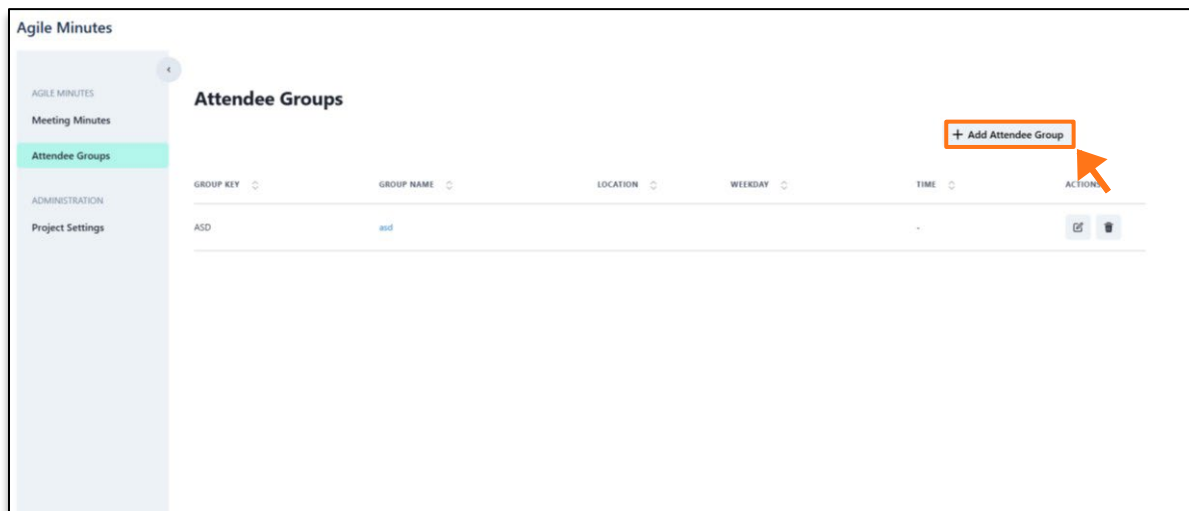
Attendee Group are meeting minutes templates. You can use **Attendee Group** as a template to create minutes for recurring meetings such as weekly meetings.

2.1 Add Attendee Group

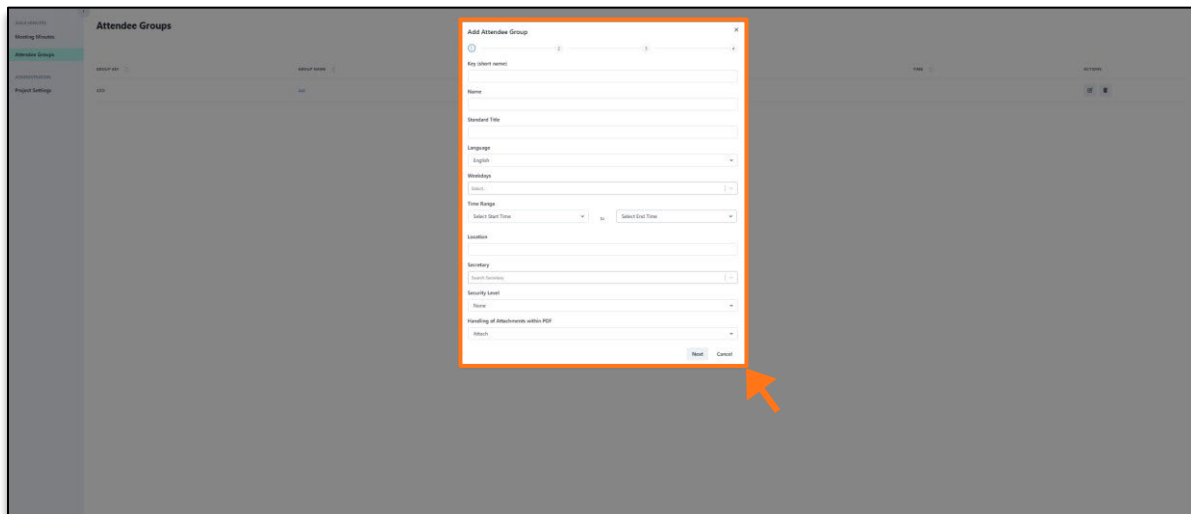
1. Click on the 'Attendee Groups' tab.



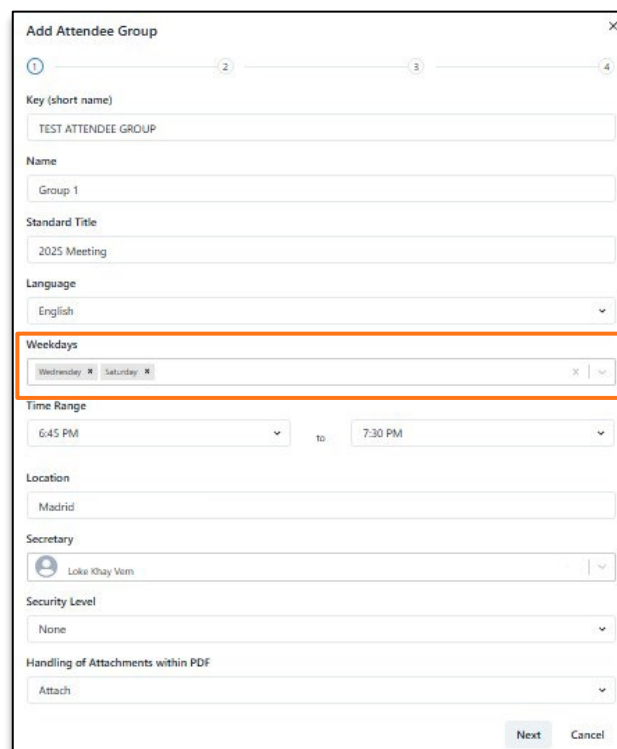
2. Click on 'Add Attendee Group'



3. Enter the details of the **Attendee Group**.



4. For weekly meetings, you can **select the day** the meeting is held.



Add Attendee Group

1 2 3 4

Key (short name)
TEST ATTENDEE GROUP

Name
Group 1

Standard Title
2025 Meeting

Language
English

Weekdays
Wednesday x Saturday x

Time Range
6:45 PM to 7:30 PM

Location
Madrid

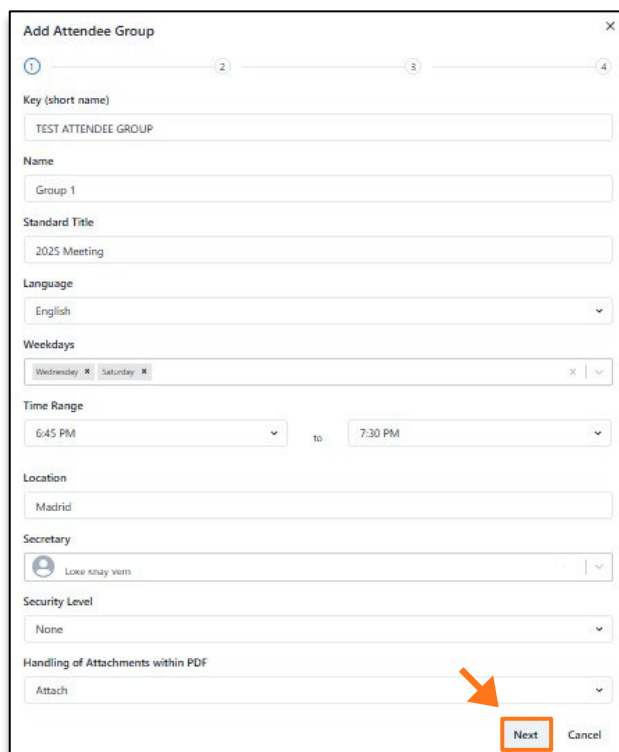
Secretary
Loke Khay Vem

Security Level
None

Handling of Attachments within PDF
Attach

Next Cancel

5. Once you have completed the details, click '**Next**'.



Add Attendee Group

1 — 2 — 3 — 4

Key (short name)
TEST ATTENDEE GROUP

Name
Group 1

Standard Title
2025 Meeting

Language
English

Weekdays
Wednesday Saturday

Time Range
6:45 PM to 7:30 PM

Location
Madrid

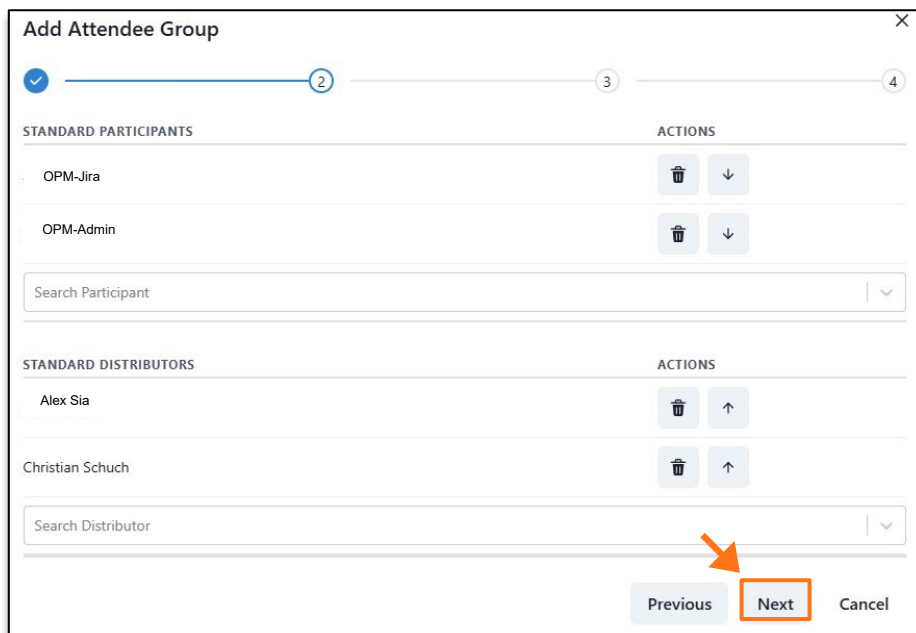
Secretary
Loke khay wern

Security Level
None

Handling of Attachments within PDF
Attach

Next Cancel

6. Select the **Participants and Distributors** and click **'Next'** to proceed.



Add Attendee Group

1 — 2 — 3 — 4

STANDARD PARTICIPANTS

	ACTIONS
OPM-Jira	Trash Down
OPM-Admin	Trash Down

Search Participant

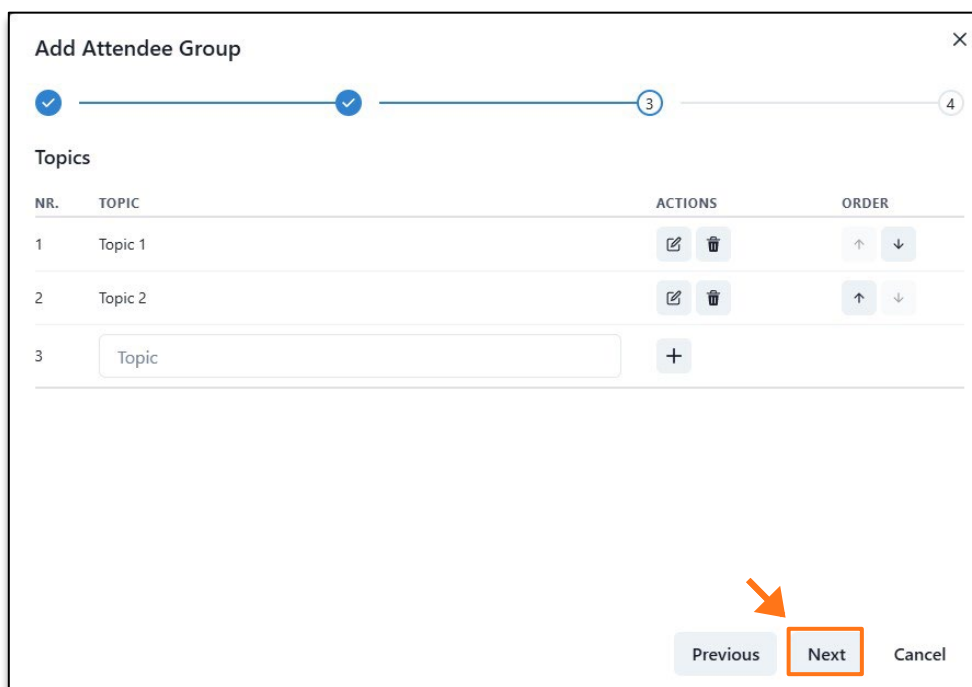
STANDARD DISTRIBUTORS

	ACTIONS
Alex Sia	Trash Up
Christian Schuch	Trash Up

Search Distributor

Previous Next Cancel

7. **Add Topics** as template, click **'Next'** to proceed to the last step.



Add Attendee Group

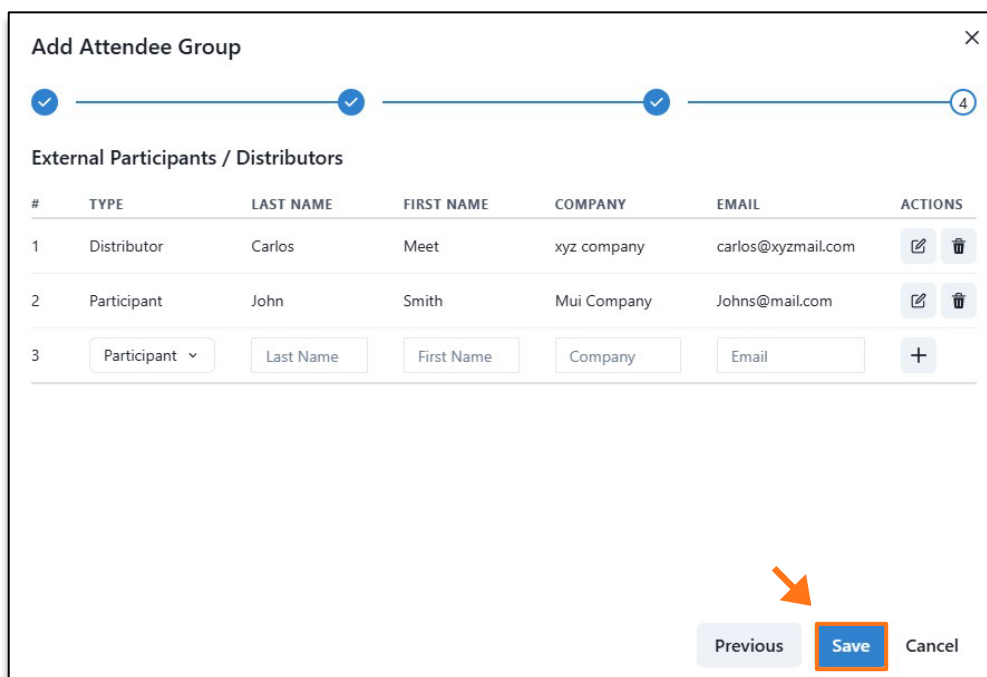
✓ — ✓ — 3 — 4

Topics

NR.	TOPIC	ACTIONS	ORDER
1	Topic 1		
2	Topic 2		
3	<input type="text" value="Topic"/>		

Previous **Next** Cancel

8. Next, add **External Participants** who do not have Jira access. Once done, click 'Save'.



Add Attendee Group

✓ — ✓ — ✓ — 4

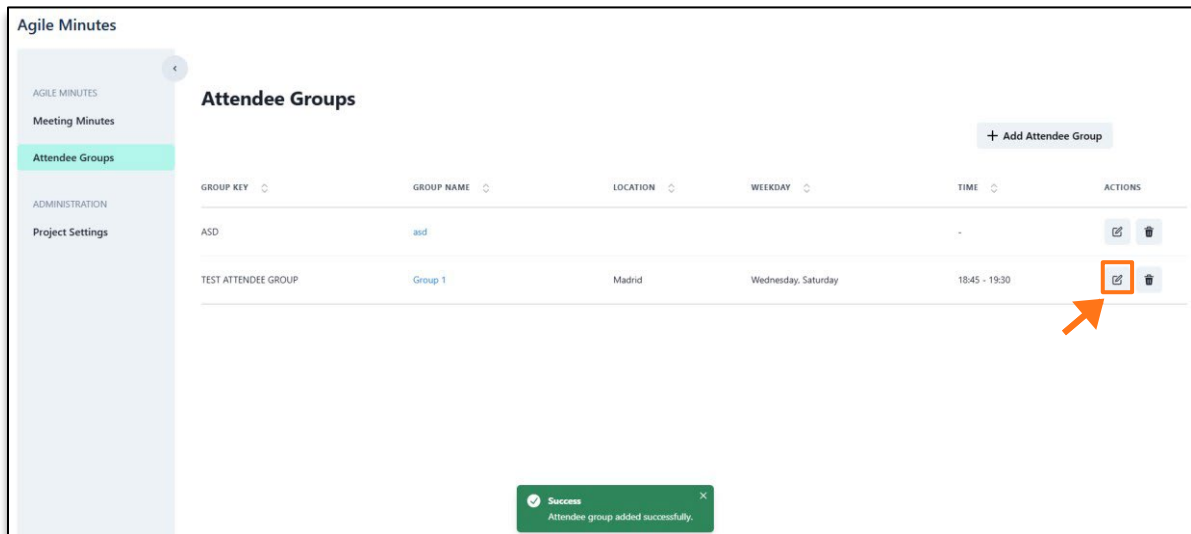
External Participants / Distributors

#	TYPE	LAST NAME	FIRST NAME	COMPANY	EMAIL	ACTIONS
1	Distributor	Carlos	Meet	xyz company	carlos@xyzmail.com	
2	Participant	John	Smith	Mui Company	Johns@mail.com	
3	<input type="text" value="Participant"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Company"/>	<input type="text" value="Email"/>	

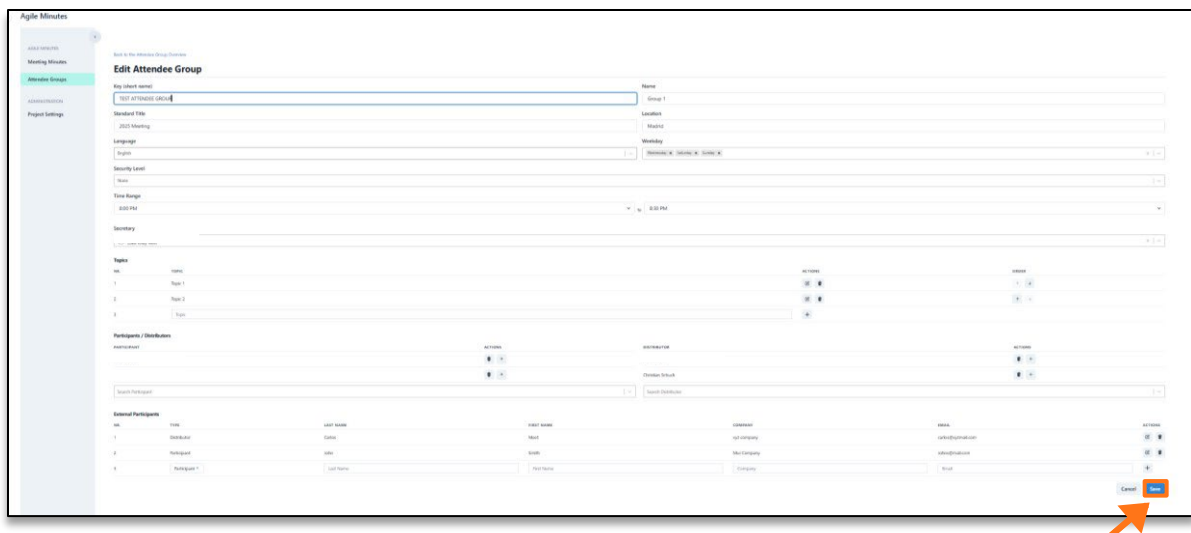
Previous **Save** Cancel

2.2 Edit Attendee Group

1. Here, you will see that a new attendee group has been created. You can edit it any time.



2. Once complete editing, click on 'Save'.

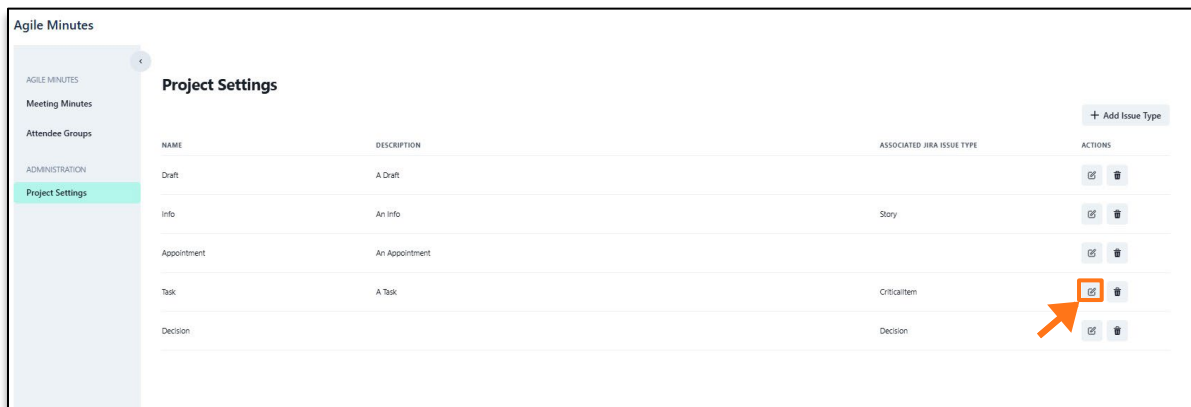












3.0 Project Settings

In principle, Ilmcon as the developer of the plugin can customize the tool for clients' project needs jirasupport@ilmcon.de. The Project Settings Page enables you to link the different types of Jira issues with the Meeting Minutes.

3.1 Edit Issue Type

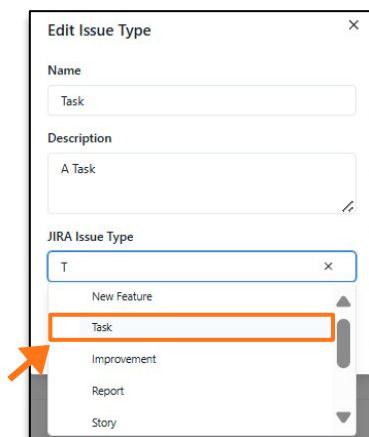
1. Here, you can see all the issue types connected to the minutes. For example, 'Info' is connected to 'Story' (Jira Issue Type). To edit the items, click 'Edit'.



NAME	DESCRIPTION	ASSOCIATED JIRA ISSUE TYPE	ACTIONS
Draft	A Draft		 
Info	An Info	Story	 
Appointment	An Appointment		 
Task	A Task	CriticalItem	 
Decision		Decision	 

Example 1:

1. **Normal use case** – Connecting to a 'Task' Jira Issue Type. Navigate to the search bar and select the Jira Issue Type.



Edit Issue Type [Close]

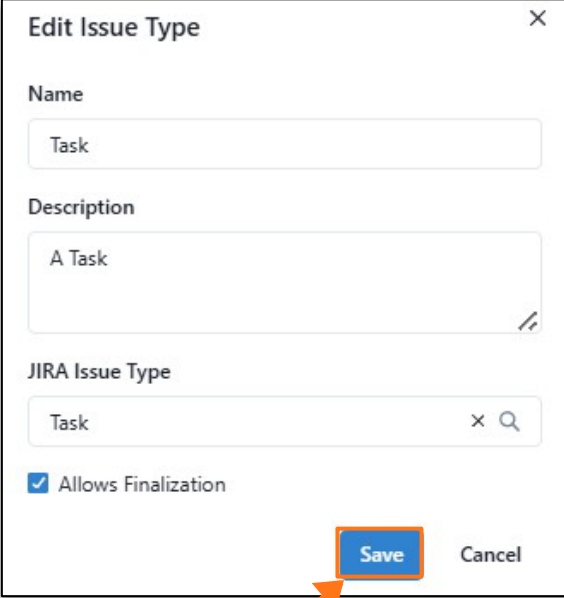
Name:

Description:

JIRA Issue Type: [X]

- New Feature
- Task**
- Improvement
- Report
- Story

2. Click on 'Save' button to save the information.



Edit Issue Type [X]

Name
Task

Description
A Task

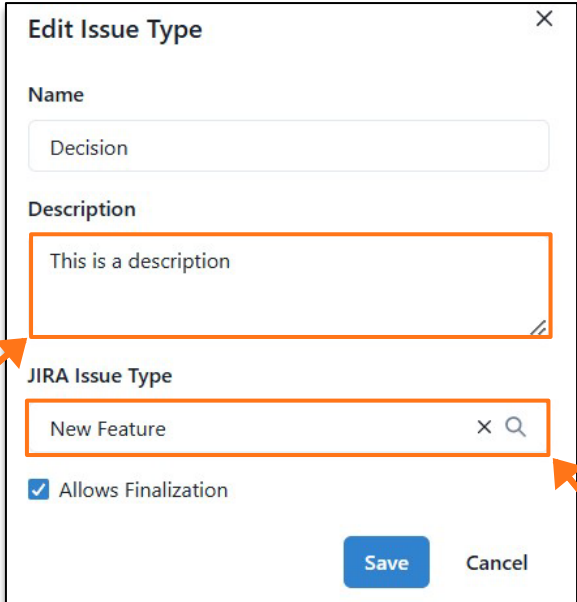
JIRA Issue Type
Task [X] [Q]

Allows Finalization

Save Cancel

Example 2:

1. Connecting '**Decision**' as another issue type (**New Feature**). You are also able to enter the description.



Edit Issue Type [X]

Name
Decision

Description
This is a description

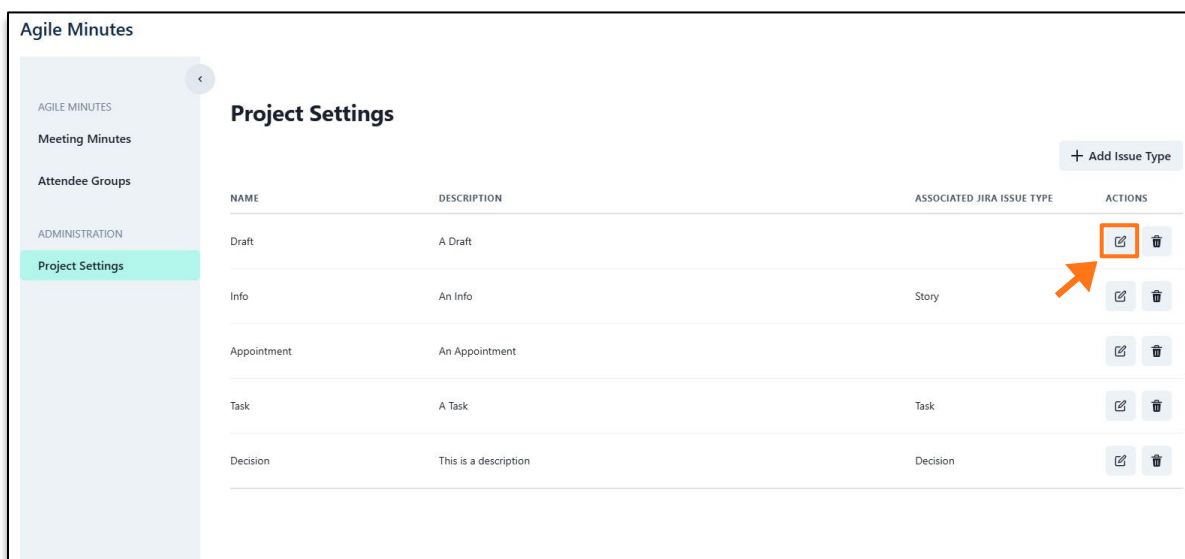
JIRA Issue Type
New Feature [X] [Q]

Allows Finalization

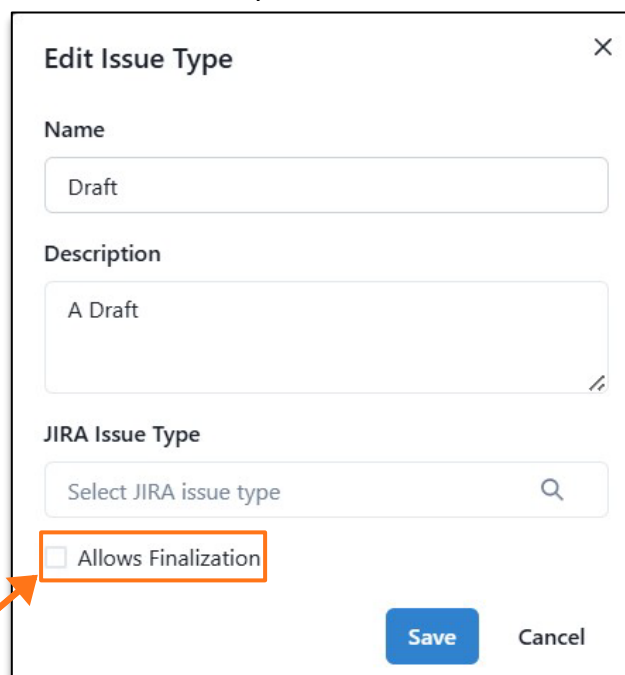
Save Cancel

Example 3:

1. '**Draft**' can be used as a use case to set a point as a **draft** before changing it to another type.

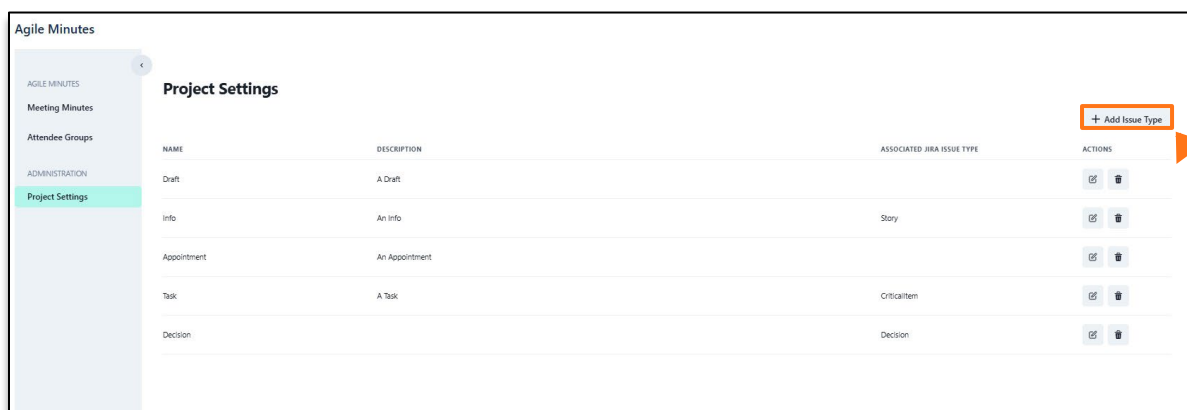


2. To do this, uncheck **'Allows Finalization.'** If you uncheck **'Allows Finalization,'** you will not be able to finalize meeting minutes when there are **'Draft'** points. This can be helpful to ensure all points are checked and ready.

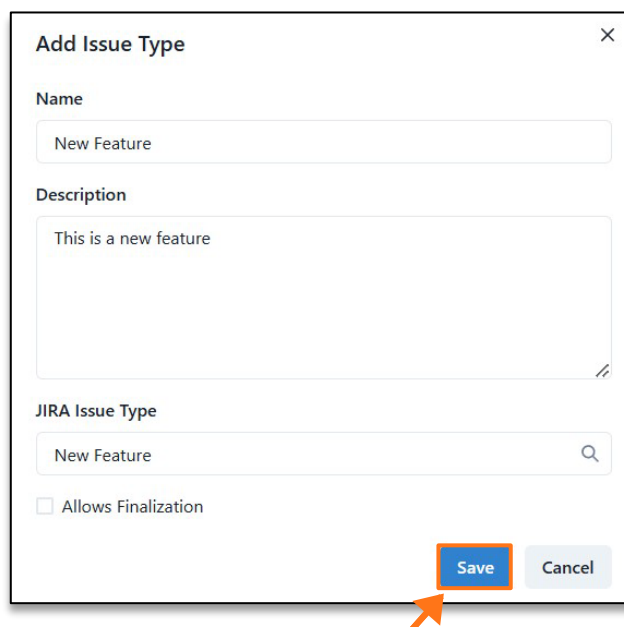


3.2 Add Issue Type

1. New Jira Issue Type can be added as well. To add a new issue type, click on **'Add Issue Type'** button.



2. Enter the details and click 'Save' button to create a new issue type.



Add Issue Type ✕

Name

Description

JIRA Issue Type

Allows Finalization

Save
Cancel

4.0 Contact

As Agile Minutes users, you are welcome to contact the support at:

- **Ilmcon GmbH jirasupport@ilmcon.de**
- **Technical Support +49 174 1959 658**
- **Sales and Marketing, Customization**

+49 173 2796 377