

Master Your Meetings with Agile Minutes

Agile Minutes for JIRA

Simplify complex meetings | Boost productivity.

Agile Minutes for JIRA Documentation

Agile Minutes is an add-on for Atlassian JIRA designed to simplify the process of creating, managing, and distributing meeting minutes. With seamless JIRA integration, Agile Minutes allows users to efficiently document meetings, create tasks, and ensure effective communication within teams.

How to Install Agile Minutes

1. Visit the Atlassian Marketplace.
2. Search for **Agile Minutes**.
3. Click on "Buy Add-On" or "Start Free Trial."
4. Follow the on-screen instructions for installation in your JIRA environment.
5. Configure settings as per your project requirements.

Contact Information

For inquiries or support:

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Updates and Version History

- **Version 1.2.4:** Update for JIRA 8 (Server and Data Center).
- **Version 1.2.3:** Minor fixes and performance improvements.
- **Version 1.2.2:** Enhanced features for meeting management.

For a complete version of history, visit the Changelog.

Requirements or Limitations

Agile Minutes works for Company-managed project but does not work on Jira Service Desk and Team-managed Projects.

Features of Agile Minutes

1. Meeting Management:

- Create and edit meeting minutes.
- Add topics, attendees, place, time, and other metadata.
- Enrich minutes with media files.

2. JIRA Integration:

- Transfer tasks directly into JIRA.
- Create tasks and reviews during meetings.
- Assign tasks to participants in real time.

3. PDF Export:

1. Export meeting minutes as PDFs.
2. Automatically send meeting summaries to participants via email.

4. Workflow Optimization:

- Integrate minutes into your operational plan.
- Always track open tasks and meeting outcomes.

5. Customizable Settings:

- Set attendee groups, including permissions, metadata, and roles.
- Define standard subjects, JIRA issue types, and minute taker responsibilities.

6. User-Friendly Dashboard:

- Simple menu structure for easy operation.
- Maintain an overview of all meeting minutes and tasks.

7. Free Updates:

- Access the latest features and improvements with continuous updates.

8. Help and Support:

- Dedicated support for installation, usage, and troubleshooting.

Using Agile Minutes

Creating Meeting Minutes

1. Navigate to the Agile Minutes dashboard.
2. Select "Add Meeting Minutes."
3. Input details such as:
4. Date, time, and location.
5. Attendees and their roles.
6. Topics and discussion points.
7. Add tasks, decisions, and media attachments as necessary.
8. Save or export the meeting minutes.

Editing Meeting Minutes

1. Open the desired meeting record from the dashboard.
2. Click "Edit" to modify details, tasks, or metadata.
3. Save changes to update the record.

Exporting Meeting Minutes

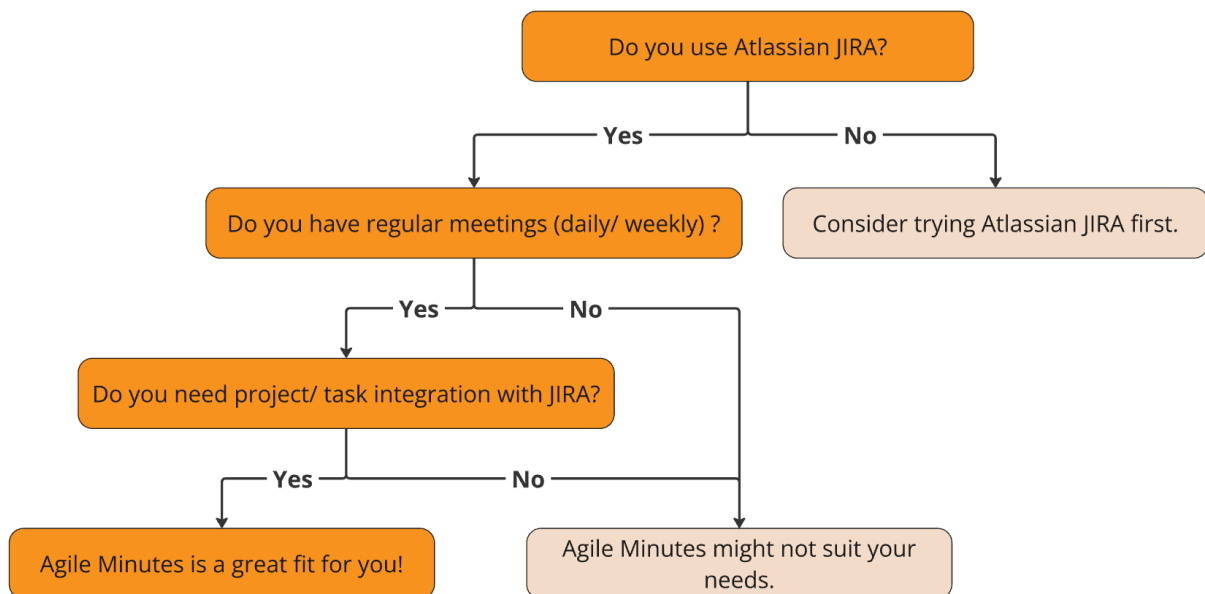
1. Select the meeting record to export.
2. Click on "Export to PDF."
3. Optionally, email the exported minutes to participants.

Managing Attendee Groups

1. Go to the "Attendee Groups" section.
2. Add or edit attendee details, permissions, and standard subjects.
3. Save changes for future meetings.

Benefits of Agile Minutes

- **Efficiency:** Saves time by automating task creation and minute distribution.
- **Organization:** Centralized storage for all meeting-related data.
- **Collaboration:** Seamless integration with JIRA promotes team alignment.
- **Scalability:** Suitable for teams and projects of all sizes.



Troubleshooting and FAQ

How do I uninstall Agile Minutes?

1. Go to JIRA Administration.
2. Navigate to "Manage Apps."
3. Find Agile Minutes in the list and click "Uninstall."

How do I update Agile Minutes?

- Updates are automatically available through the Atlassian Marketplace. Follow the installation instructions for the latest version.

What JIRA versions are supported?

- Agile Minutes supports JIRA 7.x.x and JIRA 8 (Server and Data Center).

Can I customize the PDF layout?

- Yes, PDF exports can be tailored via settings in the Agile Minutes dashboard.

Thank you for using Agile Minutes for JIRA.

We hope this step-by-step guide has helped you understand and utilize Agile Minutes effectively. For further assistance, updates, and additional resources, please visit our website or contact our support team.

Stay organized, improve communication, and enhance productivity with Agile Minutes!

Happy collaboration!



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