

kommit

Reducing Rework

How We Optimized
Our Meetings

Find out how we use small automation to
save resources and **streamline processes**.

Why Do We Rework?

At our company, we noticed a recurring issue: **Meetings weren't efficiently driving execution.**

Discussions kept getting revisited, leading to delays, miscommunication, and unnecessary work—**small inefficiencies that slowed progress.**

The 3 Key Problems We Identified

1. Unclear Outcomes → Repeated Discussions

Without clear action items, teams revisited the same topics over and over.

2. Time Spent on Documentation → Reduced Execution

Manually writing meeting notes took away from high-value work.

3. Miscommunication → Rework

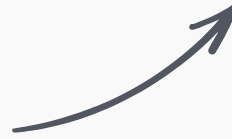
Notes often contained errors or missing details, leading to confusion and rework.

So, how could we improve this?

Our Solution

Record the meeting audio using a transcription tool.

We decided to introduce



AI-powered automation

- ✓ Eliminates manual note-taking.
- ✓ Ensures structured, objective meeting insights.
- ✓ Reduces errors and miscommunication in follow-ups.
- ★ Saves time and increases focus on execution.

How does it work?



How It Works

A few minutes saved per meeting adds up to **hours per year**, boosting execution and cutting costs.

● Meeting Phase

1. Start the Meeting
2. Record the Meeting
3. Meeting Ends

● User Actions

4. Upload the Meeting Recording
5. Add Recipients' Emails

● IA Analysis Phase

6. Creates the Transcript
7. Analyzes Patterns and Context
8. Generates Insights

● Results Delivery

9. Send Summary Email.
- Critical Decisions
 - Strategic Points
 - Action Items



So, what impact did this have? 

The Business Impact

Our company was losing 17% of its weekly working hours in meetings.

Before Automation

VS

After Automation

Missing Critical Meeting Insights

AI-generated, Objective Meeting Insights

30% Time Lost on Manual Notes

Zero Time on Documentation

Ineffective Team Communication

Instant, Effective Team Communication

Constant Rework Due to Unclear Actions

Clear, Actionable Follow-ups

17% Weekly Time on Admin Tasks

17% More Time for Execution & Growth

What does that amount to?



The Cost of Inefficiencies

- Average meeting length: **60 minutes**
- Time spent on manual note-taking: **15 minutes per meeting**
- Meetings per employee per week: **5**
- Total time lost per employee: **1.25 hours/week**

For a team of 100 people

- **125** hours lost per week
- **500** hours lost per month
- **6,000** hours lost per year

At an average hourly rate of \$40

- **\$20,000** lost per month

\$240,000 lost per year



And this is just the minimum cost.

It doesn't account for the time spent communicating decisions to stakeholders or the **rework** caused by unclear actions—both of which create even greater inefficiencies.



Key Takeaways

1. Small-scale automation = Big impact

Even minor workflow improvements—like automating meeting notes—eliminate inefficiencies and free up hours for strategic priorities.

2. Reduce hidden costs

Time spent on note-taking, sending summaries, and clarifying discussions adds up to thousands of dollars per year. Automation stops the waste.

3. Efficiency Compounds Over Time

A few minutes saved in each meeting accumulate into significant annual time savings, leading to faster execution and lower costs.



Bonus

Best Practices for Effective Meetings

Meeting Efficiency Checklist

Before the Meeting

- Define clear objectives
- Invite only key participants
- Share materials in advance

During the Meeting

- Stay on topic
- Encourage participation
- Assign clear action items

After the Meeting

- Send a structured summary
- Follow-up on action items
- Evaluate meeting effectiveness

Curious about how we automated our meetings?

Contact us!

info@kommit.co

kommit

Effective Software Engineering,
Check.

info@kommit.co