

After Gillian's introduction, I shall use ZOOM's screenshare feature to examine the many functions and features of Opus One. I will first show the top level use of Daily Notes and Tasks.

[Opus One Daily Planner Tasks](#)

[Daily Note from Tasks on iPhone](#) (screenshot)

Then I will examine the Meetings module, showing its power and focus for developing meetings. For the Agenda items, I will look at how to create a new Agenda item, and then a corresponding Task on the left.

[Opus One Meetings Planner](#)

The Tasks normally detail what one proposes to do, but I have used them to give information about their corresponding Agenda items as part of the presentation. For a reason I'll explain later, the text space for each Task could also be used to jot notes from the meeting about what was said for that item. These notes could then be added to the Minutes page which is generated automatically, but without specific details to be used for Minutes.

[Agenda B2 Expectations](#)

[Agenda B3 Application Info](#)

[Agenda B4 Opus One Website Features](#)

[Agenda B5 Potential Users](#)

[Agenda B6 Eisenhower Matrix](#)

[Agenda B7 Opus One Overview](#)

[Agenda B8 Meetings](#)

[Meeting Minutes](#)

Most of what you will see here is preset and formatted by the application itself. The actual Minutes that need to be included are in the 'Additional Information' box. This content would have been copied and pasted from the notes I had been able to enter in the Tasks data text entry boxes corresponding to their agenda items. I have reformatted this 'Additional Information' box from a blank space to a template for real Minutes.

[Agenda B9 NOTES](#)

[Single Note from NOTES module](#)

Thanks to Leroy for asking about how decisions coming from the meeting regarding assigned tasks and future dates could be handled by Opus One. Easy-peasy!

[Agenda B10 Meeting FollowUps](#)

[Agenda B11 Future Meetings](#)

As a finale, I will look at item #8 on the first attached PDF to see how Opus One meets my expectations.

This may all look quite overwhelming, but it does illustrate the richness and depth of the application.