



## SOLUTION BRIEF

# Take Meeting Notes to the Next Level with AllRize

AllRize: The Complete AI-Powered Law Practice Management Platform With Everything in One Place.

## PROBLEM

Many law firms today still rely on administrative assistants to attend meetings with the specific task of taking detailed meetings notes, typing them up, then sending out a summary with applicable tasks. This process is time consuming, inefficient, and comes with a high risk of missing details.

## SOLUTION

Utilizing the AllRize Matter Management Module powered by Microsoft's Copilot AI technology, the process of taking meeting notes becomes automatic and more accurate. With AllRize, detailed notes and a full transcript of the meeting are automatically captured in real time. It then summarizes key points and assigns tasks to members of the team. Having a full transcript of the meeting allows attorneys and staff to refer back to key details at any time. The meeting notes and assigned tasks integrate directly into the applicable matter, making it easy to access without any manual work.



## Process before AllRize

- Required dedicated note taker
- Manually typing summaries
- Manually assigning tasks
- Missed details and multiple follow-ups



## Process after AllRize

- No human notetaker required
- Thorough and accurate notes
- Automatically assigned tasks
- Reduced clarification follow-ups

Learn more about how the AI-powered AllRize law practice management system can solve the problems most important to your firm. Request a [demo](#) or check out our 60-second [video](#) at [allrize.ai](https://allrize.ai).

"The AllRize note-taking feature has saved us hours in manual note-taking and follow ups. It is easy to use and so accurate!" –AllRize User

**SCHEDULE A DEMO**