

Agenda and Meeting Management Select Froala + ChatGPT Integration

Thank you for your interest in beta testing the new **Froala + ChatGPT integration** inside Agenda and Meeting Management Select. This feature is now ready for early access, and we're excited to have you try it out!

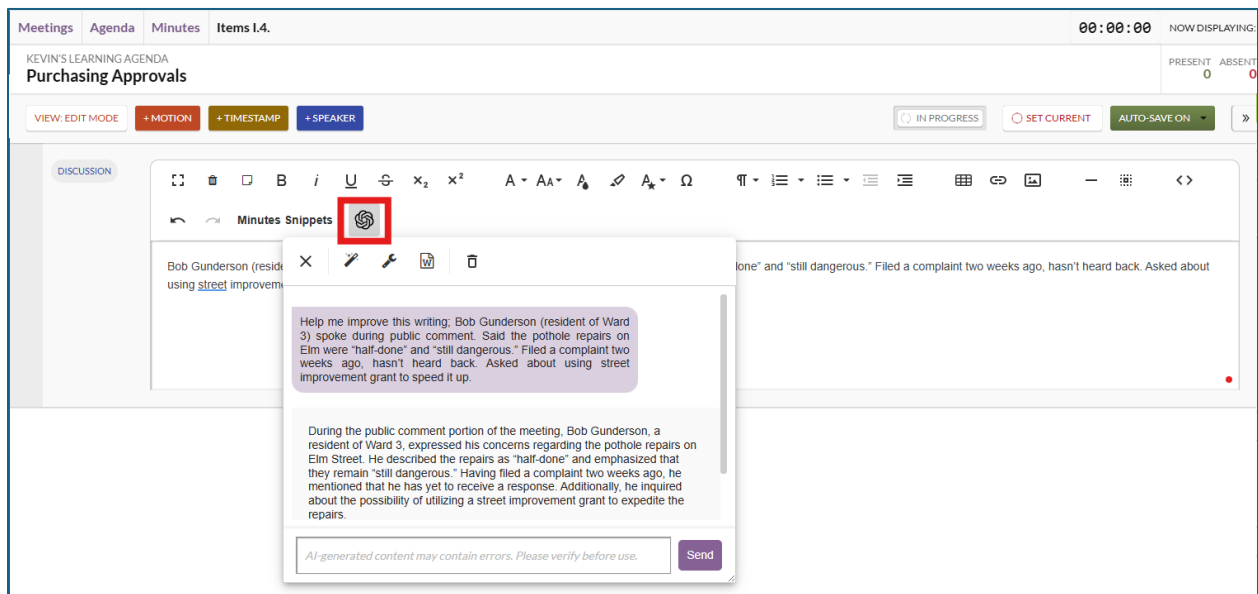
What Is It?

We've embedded **ChatGPT directly into various instances of the Froala Editor** within Agenda and Meeting Management Select. That means while you're drafting **agenda items** or **meeting minutes**, you can now access real-time AI writing assistance—without leaving your workflow.

Where It Appears

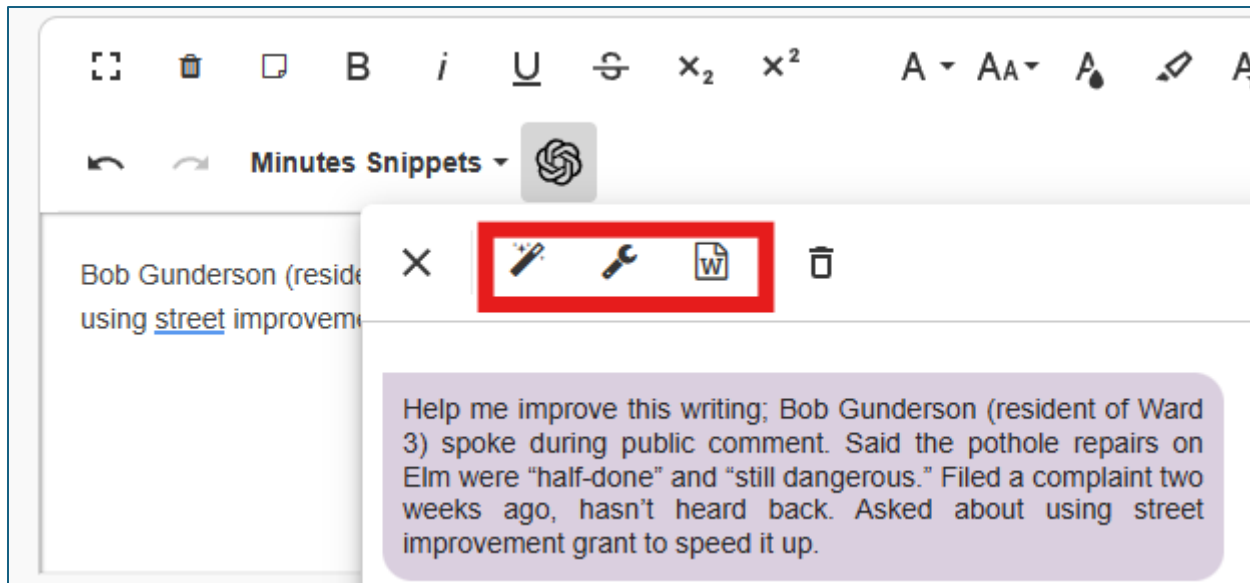
You'll see the **ChatGPT button** in certain Froala Editor locations:

- Item Fields
 - o Agenda Item Name
 - o Item Description
 - o Other Details
 - o Fiscal Information
- Minutes Summary
 - o Discussion



Hot Buttons

Within the GPT integration popup, you'll find **Hot Buttons**—predefined prompts that allow you to quickly apply common improvements to your text with a single click. These buttons are designed around municipal workflows and include actions like **"Improve my Writing"**, **"Simplify Text"**, **"Format for Text"**, and **"Fix Grammar"**. They're especially useful when you're working quickly and don't want to type a custom instruction. Clicking on one of these buttons will cause the GPT to automatically interact with the text you have in the Froala Editor.



What Can It Do?

The AI assistant can:

- Improve grammar, clarity, and tone of your draft text
- Help standardize public comment summaries and motion language
- Rewrite rushed or unpolished notes into formal minutes
- Assist in rewording complex content for plain language compliance
- Summarize lengthy sections of discussion into concise meeting records

 Here is a list of **possible ways users might use the GPT integration** in each of the supported Froala Editor areas, based on clerk workflows and common documentation needs:

Item Fields

- **Agenda Item Name**
 - Rephrase a long or unclear title into a concise, professional subject line
 - Convert internal shorthand into a public-facing title
 - Remove filler words or repetitive phrasing
- **Item Description**
 - Turn rough notes into a formal description with proper grammar and structure
 - Rewrite text to align with a standard agenda format (e.g., “Staff recommends...”)
 - Simplify complex policy or technical language into plain language for public understanding
 - Summarize long supporting text into a 1 paragraph overview
- **Fiscal Information**
 - Reword financial justifications to improve clarity and professionalism
 - Ensure formatting matches expected template or legal language
 - Translate finance team notes into something readable for the public or council
 - Summarize multiple cost elements into a single sentence summary

Minutes Summary

- **Discussion**
 - Rewrite speaker notes into formal third-person summaries
 - Improve clarity for who said what, especially when multiple speakers are involved
 - Fix fragmented or rushed notes taken during live meetings
 - Convert informal phrases into professional language appropriate for legal records
 - Summarize back-and-forth conversation into a concise paragraph with outcomes noted

Example Use Case: Meeting Minutes

Imagine you're capturing discussion during a fast-moving meeting. Your raw notes might look like this:

Bob Gunderson (resident of Ward 3) spoke during public comment. Said pothole repairs on Elm were “half-done” and “still dangerous.” Filed a complaint two weeks

ago, hasn't heard back. Asked about using street improvement grant to speed it up.

Simply highlight this text, click the GPT icon in Froala, and ask the assistant to **“Help improve my writing .”**

Result:

Mr. Gunderson expressed concern regarding incomplete pothole repairs on Elm Street, describing the conditions as hazardous to cyclists. He requested an update on the project timeline and inquired whether street improvement grant funds could be used to expedite completion.

Data Security & Transparency

- AI assistance is optional and user-controlled
- Text is only processed after user submission
- Content is not used to train the public or any other ChatGPT model
- Each interaction with ChatGPT is limited to that specific instance of a Froala Editor. Once the text is deleted, it is gone forever

Tip: Keep Prompts Simple

The assistant works best when instructions are specific and task-focused. Try prompts like:

- “Rephrase this to sound more formal”
- “Correct grammar and fix punctuation”
- “Summarize this section in 3 bullet points”

Getting Started

The feature is already active in your environment. Open any agenda item or meeting minutes page and look for the **GPT icon** in the Froala toolbar.

As a beta tester, your feedback will guide improvements. After trying the feature, we'd love to hear:

- What worked well?
- What felt confusing or unnecessary?
- Are there specific municipal use cases we should optimize for?

You'll receive a brief feedback form after your first few uses.

If you have any questions or run into issues, please reach out directly to me at Kevin.Albrecht@civicplus.com

Thank you for helping us shape the future of smarter, faster meeting documentation.

Best regards,

Kevin Albrecht

Product Manager - Agenda and Meeting Management Select