Meeting Cost Calculator
Free tool guide

A practical guide to the free workflow. This version is built for quick meeting-cost checks, a straightforward live session view, and a copy-ready summary at the end.

Best for

Quick checks before or during a meeting, especially when you want a simple yes-or-no sense check on time and cost.

Free workflow focus

Fast setup, clear live cost awareness, and a short end-of-meeting summary that is easy for a first-time user to understand.

Designed to stay lighter

The free workflow is designed for up to 5 people per meeting and does not include saved reporting, review queues, or PDF management reports.

A simple way to think about the choice

Choose the free workflow when you want quick cost awareness without adding reporting steps. Move to the paid workflow when you want deeper live control, unlimited meeting size, saved weekly and monthly reporting, review queues, and professional PDF exports.

Area	Free workflow	Paid workflow
Best fit	Quick session-based meeting checking	Ongoing meeting control and management reporting
Attendee limit	Up to 5 people per meeting	Unlimited people in a meeting
Live timing	Simple elapsed timer	Traffic-light timing with hour/minute/second visibility
Cost view	Hourly estimate, planned estimate, live total	Hourly, per-minute, planned, live total, and overrun cost
History	No saved report history	Saved meeting records for weekly and monthly review
Reporting	Basic end-of-meeting summary	Weekly dashboard, monthly dashboard, review queue, and PDF export
Extra fields	None required	Optional management fields that improve recommendations and review

A good place to start is simple: use the free workflow when you want a fast sense check on meeting cost. Move to the paid workflow when you need reporting you can actually review, share, and act on.

How to use the free tool

The free workflow is short by design. You enter the meeting setup, start the live session, and finish with a summary you can copy straight away.

1. Add the meeting basics

Enter the meeting title, planned duration, and the salary-band setup for the people attending.

2. Keep the attendee list practical

The free workflow is positioned for up to 5 people in the meeting. If you need larger groups often, the paid workflow is the better fit.
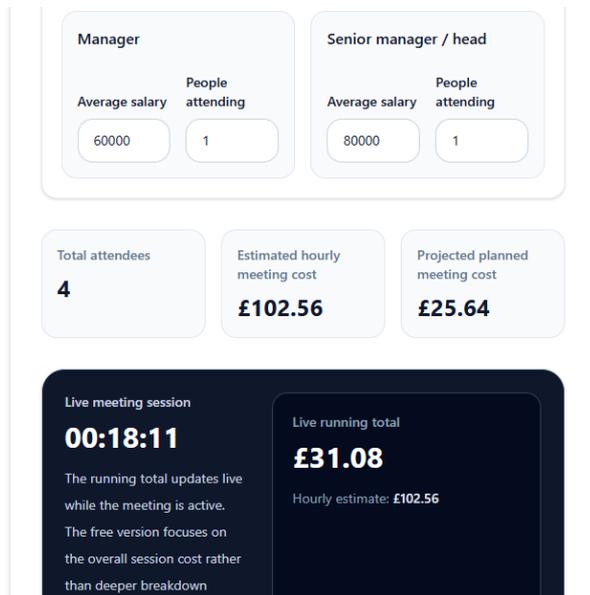
3. Start the live session

The timer begins and the running total updates while the meeting is active, giving you a simple view of what the session is costing.

4. Finish and copy the summary

At the end you get a clear summary with meeting duration, total attendees, estimated hourly cost, final estimated cost, and a copy-ready text block.

Tool in action

This view shows the free workflow during a live session. It keeps the running total visible without adding deeper reporting layers.

Manager		Senior manager / head	
Average salary	People attending	Average salary	People attending
60000	1	80000	1

Total attendees	Estimated hourly meeting cost	Projected planned meeting cost
4	£102.56	£25.64

Live meeting session

00:18:11

The running total updates live while the meeting is active. The free version focuses on the overall session cost rather than deeper breakdown

Live running total

£31.08

Hourly estimate: **£102.56**

Example screen from the free tool.

What to look for on this screen

• Total attendees - the total people included in the meeting setup.
• Estimated hourly meeting cost - the hourly cost based on your salary bands.
• Projected planned meeting cost - the cost if the meeting stays within the planned duration.
• Live running total - the live total while the session is active.
• Start / Pause / Reset - the main button controls for the free workflow.

Understanding the free summary

Once the meeting ends, the free workflow gives you a short results view that is easy to read and easy to copy.

Duration	Attendees	Final estimated cost	Hourly meeting cost
36m 55s	**4**	**£63.11**	**£102.56**

Copy-ready summary

Meeting: Finace Review
Attendees: 4
Salary basis: Salary only
Estimated hourly cost: £102.56
Meeting duration: 36m 55s
Final estimated cost: £63.11
Projected cost for 15 minutes: £25.64

[Copy summary] (Copy tool link)

What each button and result does

• **Copy summary** - copies the text summary so you can paste it into notes, email, or chat.
• **Copy tool link** - copies the tool page link for quick sharing.
• **Duration** - the total time recorded in the session.
• **Attendees** - the number of people included in the meeting setup.
• **Final estimated cost** - the session total based on the recorded time.
• **Hourly meeting cost** - the hourly rate created by your salary-band inputs.

How to read the copy-ready summary

The summary is there to save time. It gathers the key facts from the session into a simple text block, so you do not have to rewrite the result yourself. It is useful when you want to keep a note of what the meeting cost, or share the number with someone else straight away.

What the free summary does well

It gives a clear cost snapshot, a simple live view, and a quick summary without asking the user to complete lots of extra fields.

Where the paid workflow goes further

The paid workflow adds saved report history, weekly and monthly dashboards, review queues, optional management fields, and branded PDF reports.

When the free tool is usually the right fit

The free workflow is genuinely useful on its own. It is a good choice when you want a lighter, faster way to check meeting cost without moving into formal reporting.

Choose the free workflow when...

• You want a quick meeting-cost check.
• You mainly need a live total and a short summary.
• Your meetings are smaller and simpler.
• You want something easy for a first-time user to understand.

Move to the paid workflow when...

• You need stronger live control during the meeting.
• You want saved weekly and monthly reporting.
• You need a review queue, recommendations, and a management view.
• You want professional PDF reporting rather than a raw tool output.

Practical tip

Use the free workflow first if you are unsure. It gives a useful answer quickly. If you later decide you want saved records, management reporting, review queues, and PDF exports, that is the point where the paid workflow becomes the better fit.

What this guide does not try to do

This guide keeps the free tool simple on purpose. It is not a long manual because the workflow itself is short. The deeper reporting and management interpretation sit in the paid workflow and its own separate guide.

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