

Meeting Cost Calculator

Free vs paid brochure

A clear side-by-side guide to the free workflow and the paid workflow. The free tool is useful for quick meeting-cost checks. The paid workflow goes further with saved reporting, review queues, and branded PDF exports.

Free workflow

Quick meeting-cost checks

Paid workflow

Deeper control, saved reporting, and a PDF export path

Best for

Managers, founders, team leads, and anyone reviewing meeting time more closely

A simple way to think about the choice

Choose the free workflow when you want quick cost awareness without adding reporting steps.

Choose the paid workflow when you want stronger live control, unlimited meeting size, saved weekly and monthly reporting, review queues, and a professional PDF report.

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

Area	Free workflow	Paid workflow
Extra fields	None required	Optional management fields that improve recommendations and review

A good way to start is simple: use the free workflow when you want a fast yes-or-no sense check on meeting cost. Move to the paid workflow when you need reporting you can actually review, share, and act on.

The free workflow

The free workflow is designed to stay practical. It lets you build a quick cost estimate, run a live session, and leave with a clear summary. It is intended for smaller meetings and is capped at five people per meeting.

Free tool in action

The screenshot shows the 'Free tool in action' interface. It features two input sections for 'Manager' and 'Senior manager / head'. Each section has fields for 'Average salary' (60000 and 80000) and 'People attending' (1). Below these are summary boxes for 'Total attendees' (4), 'Estimated hourly meeting cost' (£102.56), and 'Projected planned meeting cost' (£25.64). At the bottom, a dark blue 'Live meeting session' box displays a timer at 00:18:11 and a 'Live running total' of £31.08. A note states: 'The running total updates live while the meeting is active. The free version focuses on the overall session cost rather than deeper breakdown'.

Basic summary

The screenshot shows the 'Basic summary' end-of-meeting report. It features four key metrics: Duration (36m 55s), Attendees (4), Final estimated cost (£63.11), and Hourly meeting cost (£102.56). Below these is a 'Copy-ready summary' section containing: Meeting: Finace Review, Attendees: 4, Salary basis: Salary only, Estimated hourly cost: £102.56, Meeting duration: 36m 55s, Final estimated cost: £63.11, and Projected cost for 15 minutes: £25.64. At the bottom are two buttons: 'Copy summary' and 'Copy tool link'.

A short end-of-meeting summary you can copy straight away.

A lighter live view for quick checking during the meeting.

What the free workflow gives you

- Meeting title and planned duration
- Salary-band setup and attendee count
- Live elapsed timer and running total
- Hourly estimate and planned estimate
- End-of-meeting summary you can copy straight away
- A simple first step for checking whether a meeting is worth holding

Where it stays lighter

- Up to 5 people per meeting
- No saved report history
- No weekly dashboard
- No monthly dashboard
- No review queue
- No branded PDF management report

When the free workflow is usually the better fit

- You want a quick meeting-cost estimate without adding reporting steps.
- You mainly need a live session total and a short summary at the end.
- You are checking whether a meeting is worth holding at all.

- You want something easy for a first-time user to understand.

The paid workflow

The paid workflow keeps the salary-band setup practical, but adds much more around it. It is designed for users who want stronger live visibility, saved reporting, and a clearer management picture after the meeting ends.

Paid workflow in action

Attendee salary bands

The premium version still keeps the setup practical by using salary bands, but those inputs now feed saved meeting records, management review notes, and stronger weekly and monthly reporting.

Team / coordinator	Specialist / professional
Average salary: 35000	Average salary: 45000
People attending: 4	People attending: 0
Manager	Senior manager / head
Average salary: 65000	Average salary: 80000
People attending: 2	People attending: 1

PREMIUM SESSION DASHBOARD

Red — overrun

00:39:54

The meeting is now beyond the warning window. Extra time and cost are clearly increasing.

Cost per minute £2.99	Hourly meeting cost £179.49	Planned meeting cost £89.74	Live running total £119.36
Total attendees 7	Average attendee hourly cost £25.64	Time over allocation 9m 54s	Extra cost over allocation £29.62

Pause Finish session Reset

The paid workflow combines setup, live timing signals, cost control, and intervention points in one view.

What it adds while the meeting is live

- Unlimited people in a meeting
- Traffic-light timing with hour, minute, and second visibility
- Cost per minute, planned cost, live total, and overrun cost
- Clearer live intervention before overrun becomes normal

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Optional management fields

Optional management reporting details

These fields are optional. Users can still save the meeting without them and the time and cost reporting will still work. Filling them in improves the quality of the weekly and monthly management findings, recommendations, and efficiency review.

Leave these blank if you want a faster workflow. The reports will still show cost, duration, and overrun, but the management insight will be less specific.

[Hide optional fields](#)

CORE REPORTING CONTEXT

Meeting type: Team / owner: Importance level: Objective clarity:

OUTPUT AND ACCOUNTABILITY

Decision made: Actions created: Number of actions: Follow-up owner clear:

EFFICIENCY REVIEW

Recurring meeting: Should it still occur: Right attendees present: Could have been shorter: Suitable as written update:

Reporting comments

Add any extra management context if needed.

How these optional fields help

- Sharper findings on low-value or overrun-heavy meetings.
- Better recommendations on attendee fit and duration.
- Clearer monthly review of recurring meetings.
- Stronger accountability reporting around decisions and actions.

These fields are there to improve recommendations and review, but they are not compulsory.

What the paid workflow adds after the meeting

This is where the paid workflow starts to feel less like a calculator and more like a reporting tool. Saved meetings can build into a weekly and monthly view, with clearer follow-up and a stronger management picture over time.

Saved reporting

Finished meetings can be saved into weekly and monthly reporting.

Review queue

The workflow can surface which meetings deserve attention first.

Professional PDF report

Current report data can be turned into a branded management summary for review and sharing.

Optional, not compulsory

Time-and-cost reporting still works without extra fields. Adding them simply makes the reporting sharper.

Monthly dashboard on site

Monthly management dashboard

Download monthly PDF

This monthly layer is designed to help a manager review repeat patterns, recurring meeting exposure, low-value habits, and where avoidable cost is becoming normal rather than exceptional.

Report completeness: Limited

Meetings

3

Meeting time

1h 10m 18s

Total cost

£344.58

Overrun cost

£65.89

Average cost

£114.86

Recurring meetings

0

Low-value flags

0

High-importance meetings

0

Most common type

Not enough detail

Top team / owner

Not enough detail

Monthly executive readout

Management summary for the current month

3 meeting(s) were logged this month at a combined cost of £344.58. The clearest monthly pressure is avoidable overrun cost building into normal meeting behaviour.

Priority focus: reduce overrun cost first, because this is the clearest avoidable spend line in the monthly view.

Recurring share

0%

0 of 3 meeting(s) were marked recurring.

Low-value share

0%

0 meeting(s) matched the low-value pattern.

Overrun cost burden

19%

Share of total monthly meeting cost that came from overrun.

Meetings needing review

67%

2 meeting(s) are currently in the monthly review queue.

The monthly view helps track recurring pressure, overrun cost, review rate, and whether changes are improving the picture over time.
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The reporting suite

The paid workflow does more than show a larger total. It builds a weekly and monthly reporting suite that can be reviewed in plain English. The example below shows the current approved style direction for the exported management report.

ILLUSTRATIVE MOCK REPORT

Meeting Cost Calculator — Weekly Management Report

Illustrative figures only. This mock shows the style and plain-English structure of the weekly PDF output the tool could generate from the current reporting features.

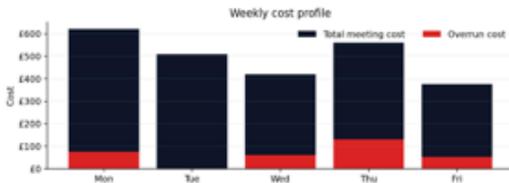
Report period: Mon 07 Apr 2026 to Sun 13 Apr 2026 Generated: 13 Apr 2026, 09:12 Completeness: High

Meetings 9	Meeting time 7h 35m	Total cost £2,486	Overrun cost £318
Average cost £276	Decision capture 78%	Action capture 67%	At-risk share 56%

Executive summary

This mock weekly export shows how the Meeting Cost Calculator report can move beyond a simple session total. The example week is busy but readable: most spend sits in project and leadership meetings, red status overruns are visible, and the review queue makes it clear which meetings deserve management attention first.

Priority focus: Priority focus: reduce repeat overruns in Thursday leadership reviews and shorten project updates that are not ending with clear actions.



Management signals

Green meetings 4	Amber meetings 2	Red meetings 3	Most common type Project
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Illustrative mock only — figures are sample data for design approval.

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WEEKLY REVIEW LAYER

Review queue, findings, and supporting detail

This page shows how the report can stay readable for a non-specialist manager: clear review items first, then short findings and plain-English actions.

Priority review queue

Meeting	Owner / team	Priority	Why it is here
Leadership review £146 overrun	Operations	High	Red status, no clear follow-up owner, should be shorter.
Project update £34 overrun	Product	Medium	Warning-window finish, maybe better as a shorter format.
Weekly status check-in £44 overrun	Commercial	Medium	No decision, no actions, suitable as written update.

Weekly findings

- Three meetings finished in red status, with most avoidable cost concentrated in Thursday leadership sessions.
- Seven of nine meetings logged a decision, but only six ended with clear actions, which weakens follow-through.
- Two meetings were marked as suitable for a written update, suggesting some time could be taken out of the diary.
- Project meetings accounted for the largest share of weekly spend, so small efficiency gains there would matter quickly.

Management recommendations

- Reset the default duration of the Thursday leadership review and tighten the attendee list before the next cycle.
- Require every project update to close with named actions or an explicit decision, not just discussion.
- Trial a written update for the lowest-value recurring check-in and review whether the live meeting is still justified.
- Use the review queue first, rather than trying to improve every meeting at once.

Saved meetings snapshot

Date	Meeting	Type	Status	Duration	Cost	Overrun
07 Apr	Leadership review	Leadership	Red	1h 24m	£612	£146
08 Apr	Project update	Project	Amber	58m	£388	£34
09 Apr	Client planning	Client	Green	42m	£274	£0
10 Apr	Weekly status check-in	Update	Amber	36m	£192	£44
10 Apr	Sprint review	Review	Green	49m	£303	£0

Illustrative mock only — figures are sample data for design approval.

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ILLUSTRATIVE MOCK REPORT

Meeting Cost Calculator — Monthly Management Report

Illustrative figures only. This mock shows the style and logic of the monthly PDF output using the current reporting features, trend rows, and review queues.

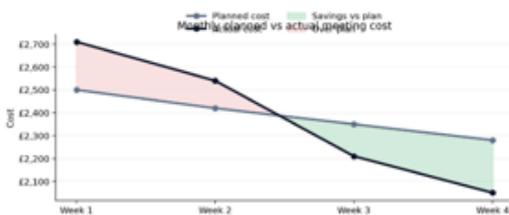
Report period: 01 Apr 2026 to 30 Apr 2026 Generated: 30 Apr 2026, 17:45 Completeness: High

Meetings 24	Meeting time 19h 20m	Total cost £9,510	Overrun cost £330
Average cost £396	Recurring share 38%	Low-value share 13%	Review share 17%

Executive summary

This mock monthly export shows how the report can tell a simple story in plain English. The first half of the month carries the highest overrun pressure, but the later weeks show improvement after meeting lengths are trimmed and some lower-value updates move to written communication.

Priority focus: Priority focus: keep the late-month reduction in overrun cost, and challenge whether recurring update meetings still need the same cadence or audience.



The line chart above is the key monthly visual. It shows early weeks running over plan, followed by lower actual cost in the later weeks after meeting lengths are tightened and lower-value updates are reduced. This keeps the story readable for a non-specialist manager.

Illustrative mock only — figures are sample data for design approval.

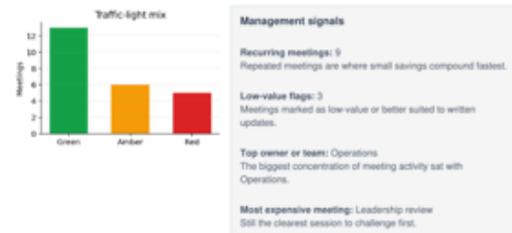
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MONTHLY REVIEW LAYER

Signals, queue, and plain-English actions

This page shows the longer-term management value: traffic-light mix, repeat-pattern signals, and a clear queue of meetings that should be challenged first.



Monthly review queue

Meeting	Owner / team	Priority	Why it is here
Leadership review £146 overrun	Operations	High	Highest total cost, repeat red overrun pattern, should be shorter.
Programme update £88 overrun	Projects	Medium	Recurring format needs review and audience may be too wide.
Weekly status check-in £44 overrun	Commercial	Medium	Low-output pattern and suitable as written update.

Monthly findings

- Monthly overrun cost stayed modest as a share of total spend, but it was front-loaded in the first half of the month.
- The later weeks show a useful pattern: lower actual cost and lower overrun after durations were tightened.
- Recurring update meetings remain the biggest opportunity area because they repeat often enough for small changes to matter.
- Three meetings matched the low-value pattern and should be reviewed before they become accepted routine.

Management recommendations

- Keep the shorter late-month meeting durations as the default unless a stronger case is made for longer sessions.
- Review recurring update meetings first and test written updates where the output is mainly information sharing.
- Protect the gains made in Weeks 3 and 4 by keeping tighter agendas and clearer ownership of actions.
- Use the monthly review queue to challenge repeat patterns, not just one-off overruns.

Illustrative mock only — figures are sample data for design approval.

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Illustrative report pages showing the approved export direction: weekly summary, review detail, monthly summary, and month-end actions.

What the reporting suite is designed to show

The exported report is designed to stay readable and useful. It should help a non-specialist understand what happened, what needs attention, and where money or time can be saved.

Weekly report

Shows cost, overrun, findings, recommendations, and which meetings need attention first.

Monthly report

Shows recurring patterns, avoidable cost, review pressure, and whether savings appear after changes are made.

Readable for non-specialists

The report is written to be usable by managers and newcomers, not only by reporting specialists.

Export-ready

The report can be kept, shared, or reviewed later as a proper document rather than a raw screen capture.

A useful way to think about the paid workflow

It helps you see not only what one meeting cost, but whether a pattern is forming — where time is slipping, where overrun is growing, and where a team could save money by tightening meeting habits.

Which version fits you best?

Both versions have a clear use. The free workflow is genuinely useful when you want quick cost awareness. The paid workflow becomes the better fit when you need management reporting that can be reviewed, shared, and acted on.

Choose the free workflow when...

- You want a fast meeting-cost check.
- You mainly need a live total and a short summary.
- Your meetings are smaller and simpler.
- You do not need saved history or formal reporting.

Choose 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 report.
- You want a professional PDF report rather than raw tool output.

The free workflow already gives a useful first answer. The paid workflow is there for users who need clearer control, stronger reporting, and a more professional summary of what meetings are really doing to time and cost.