

# Meeting Cost Calculator

## The Paid Workflow Guide

A practical guide for users who want more than a one-off total. This workflow is built for live control, saved history, review, and polished reports that can be shared with confidence.

### Standard

One session, one total. Useful for quick checks, but limited once you need history, review, and a report you can use again.

### Premium

Live timing signals, saved dashboards, a review queue, and PDF reports. Built for ongoing control rather than a single estimate.

## The workflow

1

### Setup

Define the meeting title, allowed time, and salary bands before anyone starts.

2

### Live

Watch the signal, running cost, and overrun so you can step in at the right moment.

3

### Save

Finish the session, add notes, and save it so it becomes part of weekly and monthly reporting.

4

### Report

Use the dashboards and exports to spot patterns, review risk, and explain what changed.

## What makes the paid workflow worth using?

It helps you do two jobs at once: control the live meeting while it is happening, and build a clearer management record after it finishes.

# First-time user checklist

Use this page the first time you open the paid workflow. If you do these four steps in order, the tool will behave exactly as you expect.

1

## Define

Enter the meeting title and the allocated time. The allocated time matters because it tells the tool when green, amber, and red should begin.

2

## Assemble

Add the people in the meeting using salary bands. The tool turns these entries into an estimated hourly meeting cost and cost per minute.

3

## Track

Press `Start premium session` when the meeting really begins. Use `Pause` only when the meeting truly pauses.

4

## Log

When the meeting ends, press `Finish session`, add notes, and save it to reports. That is what builds the dashboards later.

### Pro tip

Start the timer at the real start, not while people are still joining. This keeps the cost line and the report cleaner.

# The live dashboard

This is the page you watch while the meeting is running. The goal is simple: see risk early, understand cost clearly, and finish cleanly.

### 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 People attending: 4	Average salary: 45000 People attending: 0
Manager	Senior manager / head
Average salary: 65000 People attending: 2	Average salary: 80000 People attending: 1

### PREMIUM SESSION DASHBOARD

**00:39:54** Red — overrun

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

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

Pause Finish session Reset

## THE SIGNAL

**Green** means on track. **Amber** means warning. **Red** means overrun.

## THE COST

Watch the **live running total** against the **planned meeting cost**. That gap tells you whether the meeting is still under control.

## OVERRUN VIEW

**Time over allocation** and **extra cost over allocation** tell you what the delay is costing.

## KEY ACTION

Press **Finish session** when the meeting actually ends. This keeps the saved report clean and prevents the totals from drifting upward after the meeting is over.

# Turning data into insights

The optional fields are there to make the reports smarter. You do not have to complete them, but they improve the quality of the findings, recommendations, and review queue.

**C**

## Context

Meeting type and owner tell the report what kind of meeting this was and who should care about it.

**O**

## Outcome

Decision made, actions created, and follow-up owner show whether the meeting produced a useful result.

**E**

## Efficiency

Right attendees, could have been shorter, and written update suitability help the tool spot waste.

**F**

## Future

Recurring meeting and “should it still recur” help the report challenge repeat meetings that may no longer be needed.

A simple way to remember the optional fields is this: **who was it for, what came out of it, was it efficient, and should it keep happening?**

**Optional management reporting details** Hide optional fields

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.

**CORE REPORTING CONTEXT**

Meeting type: Select | Team / owner: Operations | Importance level: Select | Objective clarity: Select

**OUTPUT AND ACCOUNTABILITY**

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

**EFFICIENCY REVIEW**

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

**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.

# Interface glossary

Use this section like a dictionary. If you forget what a part of the tool means, look it up here.

Feature	What it means	Pro tip
<b>Meeting title</b>	The name saved with the session and used later in dashboards and reports.	Write it so it still makes sense next week.
<b>Allocated time</b>	The planned length of the meeting.	Set the real planned length, not the optimistic one.
<b>Salary bands</b>	The groups of people in the meeting, used to estimate cost.	You do not need every salary. A sensible band is enough.
<b>Cost per minute</b>	The estimated cost of one extra minute of meeting time.	This is the fastest number to watch when a meeting starts drifting.
<b>Hourly meeting cost</b>	The estimated cost of one full hour with the selected attendees.	Use this to compare one meeting against another.
<b>Planned meeting cost</b>	The estimated cost if the meeting finishes on time.	This is your budget line for the session.
<b>Live running total</b>	The cost clock while the meeting is happening.	Once it rises above the planned cost, you have started to spend over budget.
<b>Time over allocation</b>	The extra time spent beyond the planned finish.	Use it with overrun cost to explain the delay clearly.
<b>Extra cost over allocation</b>	The part of the live total caused only by overrun.	This is often the easiest “avoidable spend” number to show.

# Glossary continued

These are the parts that turn the tool from a live timer into a management reporting workflow.

Feature	What it means	Pro tip
<b>Finish session</b>	Stops the live meeting and locks the final time and cost for that session.	Press this at the real end, not later.
<b>Summary note</b>	A short explanation of what the meeting was mainly about.	Think: “why did we meet?”
<b>Outcome note</b>	A short explanation of what changed or what happens next.	Think: “what came out of it?”
<b>Save meeting to reports</b>	Adds the completed session into weekly and monthly reporting.	If you do not save it, it will not appear in the dashboards.
<b>Decision made</b>	Shows whether the meeting reached a decision.	A meeting with no decision may still be valid, but it should be easy to explain why.
<b>Actions created</b>	Shows whether the meeting created work for someone to do next.	This helps separate talking from progress.
<b>Review queue</b>	A list of meetings that deserve attention first.	This is often the quickest place to look when you open the dashboard.
<b>Weekly PDF export</b>	A branded report built from the current weekly data.	Use this for near-term review and action.
<b>Monthly PDF export</b>	A branded report built from the current monthly data.	Use this for patterns, habits, and longer trend changes.

# Reading your success dashboards

Weekly is for near-term control. Monthly is for patterns, habits, and trend changes.

## Weekly dashboard

Use this for what needs attention now. It is best for live follow-up, recent overruns, action items, and which meetings should be reviewed first this week.

**Meeting Cost Calculator**  
Free vs paid guide

This guide is designed to help you decide which version of Meeting Cost Calculator is the better fit for your work. It sets out what the free tool gives you, what the paid workflow adds, and where each one is most useful.

Free tool	Paid workflow	Audience
<b>Quick session checks</b>	<b>Reporting and control</b>	<b>Managers, founders, team leads</b>

**A simple way to think about the choice**

Choose the free tool when you want quick cost awareness with a light workflow. Choose the paid workflow when you want stronger live control, unlimited meeting size, saved reporting, review queues, and professional PDF reports that help managers act on what they see.

Area	Free tool	Paid workflow
Best fit	Quick session-based cost 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
Save 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

## Monthly dashboard

Use this for patterns. It is best for recurring meeting habits, repeat inefficiency, trend changes, and whether improvements are starting to save time and cost.

**What the paid workflow adds**

- Live control during the meeting**  
The paid workflow shows traffic-light timing, per-minute cost, planned cost, live total, and extra overrun cost. This makes it easier to intervene while the meeting is still happening.
- Reporting after the meeting**  
Finished meetings can be saved into weekly and monthly reporting. That means the value goes beyond one session and starts to build into a more useful management picture.
- Optional management fields**  
The extra fields are there to improve the findings, recommendations, and review queue, but they are not compulsory. That keeps the workflow practical.
- Professional PDF exports**  
The paid workflow can generate a branded report that is easier to review, share, or keep as a record. This is useful when a manager needs a clearer summary than raw tool output.

**Example month: what a manager could see**

The chart below uses made-up figures to show the kind of pattern a monthly report can reveal. In this example, the first part of the month shows more cost pressure and overrun. Later in the month, the team trims meeting time, improves attendance discipline, and brings costs down.

**Example monthly trend**

Made-up figures showing cost pressure early, then savings after changes are applied.

Week	Total meeting cost (approx)	Overrun cost (approx)
Week 1	£2,000	£500
Week 2	£2,200	£500
Week 3	£1,800	£400
Week 4	£1,600	£300

- Week 1 shows moderate overrun and avoidable cost.
- Week 2 gets worse, suggesting the same meeting habits are still in place.
- Week 3 improves after changes are applied.
- Week 4 shows the strongest savings, with low overrun and better control.

## The review queue

Think of the review queue as the decision-making engine of the tool. It surfaces the meetings that deserve attention first, based on overrun, weak output, recurrence risk, or avoidable cost signals.

## The PDF reports

The exported reports are there to make the data easier to review and share. They turn the dashboards into a cleaner story that a manager can read quickly.

# 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.

# Frequently asked questions

Use this page if you want quick answers without reading the whole guide again.

## **Do I need to complete every optional field?**

No. The tool still works without them. The optional fields make the reports smarter, but they are not required.

## **What happens if I forget to save the meeting?**

The session total will still have been visible while you were using it, but it will not appear in the weekly or monthly dashboards until you save it.

## **What is the difference between weekly and monthly reporting?**

Weekly reporting is better for immediate follow-up. Monthly reporting is better for repeat patterns, trend changes, and whether improvements are sticking.

## **What is the easiest mistake to avoid?**

Starting the timer too early or finishing the session too late. Both make the report less clean than it should be.

## **What is the review queue for?**

It helps you avoid scanning every saved meeting manually. The tool pulls forward the meetings that most likely need management attention first.

## **Final note**

If you only remember one thing, remember this: start the timer on time, finish the session cleanly, and save the meeting. That is what turns one session into useful reporting.