Introducing the new Meeting Experience

Everything a session needs, connected — so nothing is typed twice

SetFire Foundation · The Sparks Mentorship Program · A guide for mentors

Your hour with your student is the point. Everything around it — chasing down what they want to cover, sending a link, writing up what happened afterwards — is overhead. These four changes take as much of that overhead off you as we can, and hand the hour back.

Topics means you walk in already knowing what your student needs. **Video Call** puts the session in the platform, with that agenda, your notes and your history beside the video. **Meeting Update** then opens already carrying what just happened, because the call filled it in. And **Email Invites** put the next session into both calendars before either of you has closed the window. Nothing gets typed twice. Nothing depends on remembering.

BEFORE Topics	DURING Video Call	AFTER Meeting Update	NEXT Email Invites
They post what they want to cover. You shape the agenda.	You meet in the platform, working from that agenda.	The form opens already filled in from the call.	Add a time and the next session is in both calendars.

Each step feeds the next, and the last loops back to the first — the invitation you send today is the session your student posts topics for next time.

WHAT YOU STOP DOING

Chasing topics
Their list arrives five days out and waits on their card.

Sending links
The room is always there. So is the invitation.

Writing it up cold
The form opens already filled in. The notes can write themselves.

**Less time on everything around the session.
More of it on the session.**

1 Topics

Walk in already knowing what they need

Your student is prompted five days out and submits their topics in the platform, so their list is on their card waiting for you — not buried in a thread you have to go find. You turn it into the agenda you actually want to run. Then in the call you are both looking at the same list, and neither of you is guessing what the other came to talk about.

Five days out	Your student is reminded to post the topics they want to cover, and does it from the Topics button on their mentorship card.
You are notified	An email and an inbox notification tell you their list is up. Nothing to chase and nothing sitting unread in a thread.
You shape the agenda	Open Topics on their card. Their list sits above your agenda box, and a single button adds it into your agenda if you have already started one.
You both work from it	In a Video Call the agenda sits in the Topics tab beside the video, visible to both of you, so you can work down it as you talk. Drag to reorder and their view follows yours.
It resets itself	When you log the session in your meeting update, the agenda clears and your student's next submission window opens.

Your student posts their list once. After that the agenda is yours to shape, and their original stays beside it so you can always see what they came for, however the session actually went. Neither of you has to go first — write your agenda before they submit if you like, and theirs will still arrive.

2 Video Call

The session, the agenda and your notes on one screen

Video Call is a video meeting room built into the platform — one for each mentorship, always there, and the same room every session. There is no separate account to create, no software to install and no link to exchange beforehand. It opens in your browser, and it sits alongside the agenda, your notes and your session history rather than in a window of its own.

There are two ways in. Open Mentor Resources, go to the Mentorship tab and click Meet on the student's card — your student joins the same way from their own card. Or, if you set a time for the session, click the join link in the calendar invitation — see section 4.

Your own private room	Each mentorship has its own room. Access is granted when you open it from your card, so a forwarded address gets no one in.
Camera and mic check	Before you join you see yourself, pick your camera, microphone and speakers, and blur or replace your background. Most 'my video isn't working' moments get caught here.
Screen share	Either of you can share. To walk through a page on the platform together, open it in a second browser window and share that window.
Session clock	A running clock appears once you are both in the room, so you can see the hour going and protect the end of the session.
Nudge them if they are late	Waiting on your own? One button texts your student that you are in the room. Once per day, and only ever sent by you.

Video Call · The panel beside the video

A panel sits beside the video with three tabs. Your student sees a simpler version — the agenda, the Transcription switch and their own session history. Your private notes are never among them.

Home	Three things in one place: the Transcription switch, the next session, and a private notes box. Agree the next date while you are both there rather than trading emails afterwards — and add a time to it and the calendar invitation goes out to you both. The date, the time and your notes all travel to your meeting update when you leave.
Topics	The agenda for this session — the same list your student is looking at. Reorder it live as the conversation moves and their view follows yours.
Diary	Your recent sessions: shared notes, your private notes and any Auto Notes. A Show private notes switch takes yours off the screen, and the whole tab hides itself the moment you share, so nothing private can be exposed by accident.

Your private notes vanish from the Home tab the moment you share your screen, and come straight back when you stop. Collapse the panel entirely with Hide for full-width video.

Video Call · Transcription and Auto Notes

Auto Notes has always been able to turn a session transcript into structured notes — you paste a transcript into the Auto Notes app on your Mentor Resources page and it writes them up. On a Video Call session it can now do the same without the paste, if you and your student both agree to it.

The Auto Notes you know	The same write-up as the Auto Notes app — topics, key takeaways, action items, resources and questions to reflect on. You just no longer paste a transcript in to get it.
You turn it on first	The Transcription switch sits at the top of your Home tab, and your student has the same switch on theirs. Turn yours on first — theirs stays locked until you do. Once you are both on it starts, and either of you can switch it off at any point.
It becomes the notes	The write-up is the Shared Notes for that session, readable by you and your student.
The transcript is deleted	Once the notes are written the transcript is destroyed. Only the write-up is kept. Nothing is recorded — there is no audio or video of the session at any point.
You can remove them	They reach the Diary a few minutes after the session and a notification tells you. One button in the Diary clears them if you would rather they were not kept.

3 Meeting Update

It arrives already written

This is where the call pays off. Leave a Video Call and the meeting update opens straight away — you are not sent looking for it — already carrying what just happened: the session date, the length taken off the call clock rather than remembered, the next date you agreed while you were both still there, and the private notes you typed during the conversation. Read it, submit it. And if you transcribed the session, submitting is also what sets Auto Notes writing.

What is already entered	Session date, session length, the next session date and time, and your private notes — all carried from the call. The form arrives set to 'we met' rather than blank.
The length is measured	Session length comes from the call clock rather than your recollection days later.
The shared notes write themselves	If you both switched Transcription on, the shared notes box is locked — Auto Notes has this one. Submitting the form is what releases it: a few minutes later the write-up is saved as that session's shared notes, your student can read it, and a notification tells you it has landed. Your private mentor notes are untouched and never shared.
It still does everything	Submitting it does everything it always did — first meeting date, status, meeting count, quarterly surveys, wind-down and close-out. Nothing is written from the call itself, so there is one record of a session rather than two.
A time beside the date	The next session date has always been on this form. What is new is the time field next to it. It is optional — but fill it in and we email a calendar invitation to you and your student the moment you submit, carrying the join link. Leave it blank and nothing goes out. That is the next section.
If it did not happen	Drop in and leave without your student joining and you go back to Mentor Resources. No form, because there was no meeting to record.

4 Email Invites

The next session, locked into both calendars

These are real email invitations now. One arrives in each of your inboxes with an Accept button, rather than a calendar file you download off a page. Add a time alongside the next session date and it goes out to you both — carrying the join link, and rescheduling itself if the date changes later.

Add a time	Put a time against the next session date and we email a calendar invitation to you and your student. Leave the time blank and nothing is sent — useful if you prefer to send your own.
It carries the link	Your own meeting link if you have one saved, otherwise a Video Call link, so your student can join straight from their calendar. To switch to Video Call, clear your link — Edit Link on the student's card, empty the box, save.
It moves with you	Change the date or time on a later meeting update and the same calendar entry moves. You do not end up with a second invitation sitting beside the first.
Clear it to withdraw	Remove the time and the invitation is cancelled and comes off both calendars.

Already using your own meeting link?

- Nothing breaks. Meet still opens your link, your calendar invitations carry it, and Topics, the meeting update and Email Invites all work exactly as described.
- **What you do not get is the rest of it.** The agenda beside the video, the running clock, the notes that carry themselves into your meeting update, and Auto Notes writing up the session — all of that lives inside Video Call. On your own link you are back to writing the update from memory afterwards.
- **To try Video Call, clear your link.** Click Edit Link on the student's card, empty the box (or use Clear), and save. Meet will open Video Call from then on.
- To go back, add your link again the same way. You can move between the two as often as you like — it is a per-student setting, not a decision you make once.

Getting started

Nothing to switch on	All four are live on your mentorship cards now. Sessions and topics open once onboarding is complete, in step with everything else.
Before your next session	Open Topics on the student's card to see what they have posted, and shape it into the agenda you want to run.
When it is time	Click Meet on their card — or the join link in the calendar invitation, if you set a time.
Afterwards	Read the meeting update that opens for you, check it over, and submit.