

michibiku

Operation Manual For the Secretariat (Admin)

To translate the michibiku screen into English, please use Chrome's Google Translate function.



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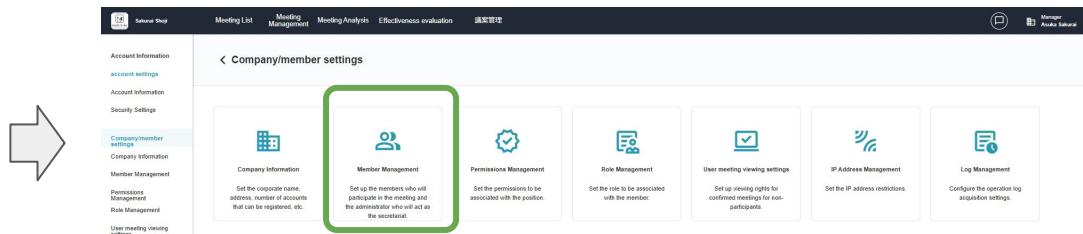
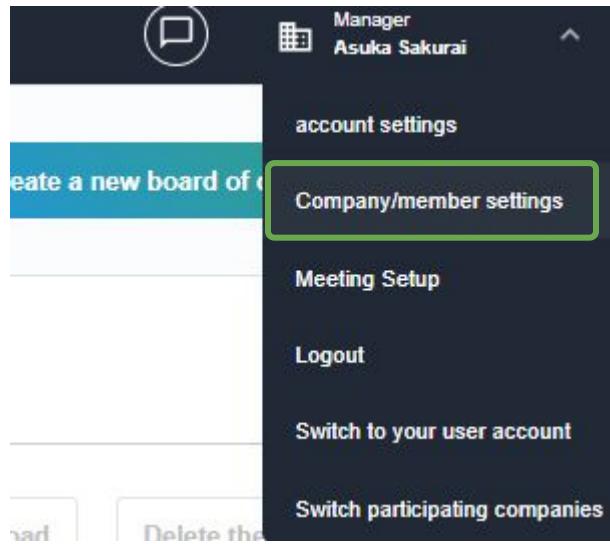
Account registration Login/password reset

How to add/invite members

In this chapter, we will explain how to add and invite members to the michibiku system.

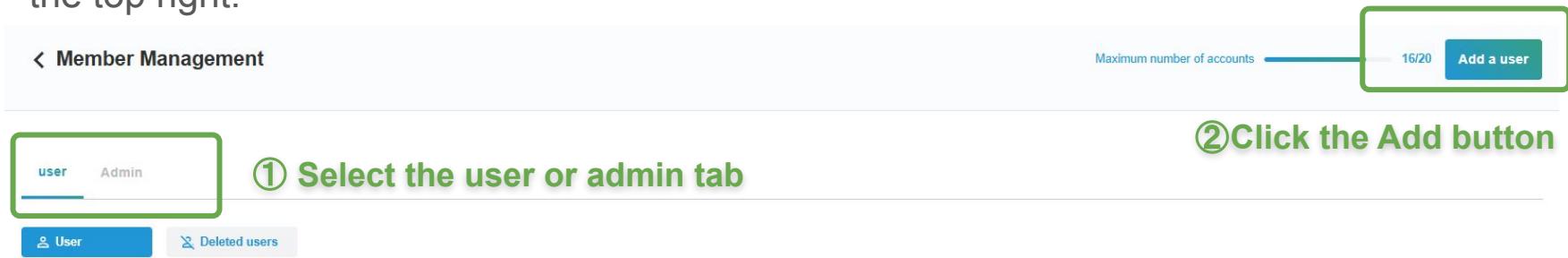
① Click “Company/Member Settings” > Member Management

Click your name (settings menu) at the top right of the screen
Please select Company/Member Settings > Member Management



② Select the user or admin and press the Add button

Select the User or Admin tab and proceed to registration by clicking the Add button on the top right.



The screenshot shows a user interface for 'Member Management'. At the top left is a back arrow and the text 'Member Management'. At the top right is a status bar with 'Maximum number of accounts 16/20' and a blue button labeled 'Add a user' which is highlighted with a green rounded rectangle. Below this is a navigation bar with tabs 'user' (highlighted with a green rounded rectangle) and 'Admin'. Underneath the navigation bar are two buttons: 'User' (highlighted with a blue rounded rectangle) and 'Deleted users' (disabled, greyed out). The main area is empty, showing a light grey background.

① Select the user or admin tab

② Click the Add button

③Enter according to the screen and select “keep” or “Save and Invite”

< Adding users

keep **Save and Invite**

基本情報

If you have an admin account, link it and register.

Select your Admin account

full name *

surname name

Please enter the names of the officers as they appear on the registered copy of the company.
This name will appear on the minutes.

Name (in English) *

First Name Middle Name Last name

Display name

surname name

Please enter the name you want to display within michibiku, such as your business name.
If no name is entered, the name will be displayed as is.

Display name (in English)

First name Middle name Last name

email address *

xxx.xxxx@xxx.co.jp

Notification email forwarding settings (up to 5)

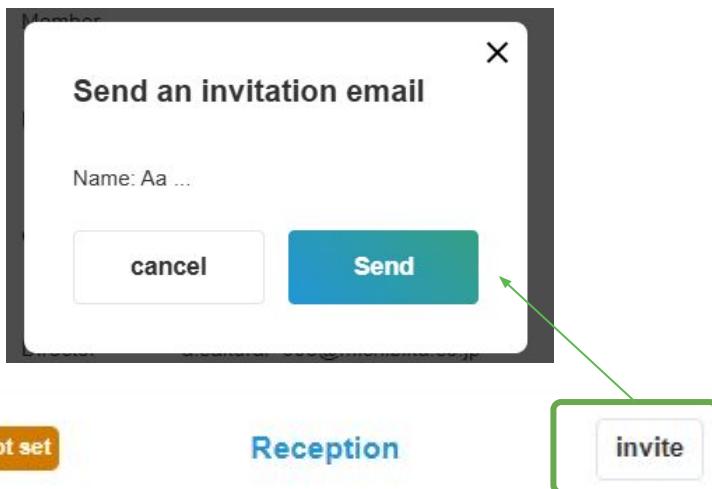
[+ Add a forwarding address](#)

If you want to send an invitation email immediately
"Save and Invite"
If you want to save it and send it later, click "keep"

④ Return to the member management list screen

If it says "Inviting", an invitation email has been sent.

If you return with "Save", it will be "Uninvited". Please send us an email by clicking the "Invite" button at any time.



Create an account

This chapter explains how to create an account for the michibiku system.

You will receive an invitation email

You will receive the following email from the address noreply@michibiku.co.jp.

【michibiku】 櫻井商事株式会社より招待されました                                     <img alt="Forward icon" data-bbox="6465 265 6

Next, set your ID and password

◎ 新規登録の方はID/パスワードを登録

Click "Join"

<About ID/Password>

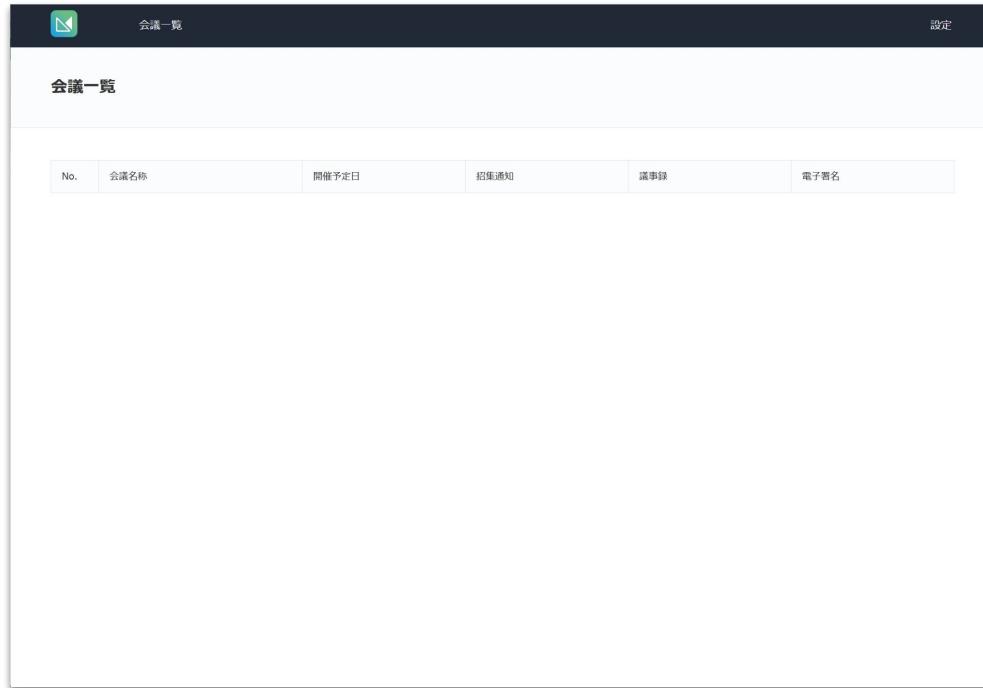
10

We recommend registering the string before the "@" in your email address.

◆ Password

6 or more half-width alphanumeric characters
Please feel free to set it.

When you can move to the home screen, account creation is complete.
We would appreciate it if you could add this page to your favorites.



How to log in

How to log in after registering an account

How to log in after registering an account (1/2)

The login URL is different for the office and for users.

The details are as follows, so please be careful not to make any mistakes.

Secretariat/Admin login URL (when creating a meeting)

<https://michibiku.jp/sign-in>

User login URL (for electronic signatures, etc.)

<https://michibiku.jp/user/sign-in>

How to log in after registering an account (2/2)



Registered "ID or email address",
Please enter the set "password"

Click here "Login"

Reset password

We will explain how to reset your password.

About password reset



**(Reference) If you forget your password,
Click here if you have forgotten your password
You can reset your password.**

**You can also access the page directly from the URL below.
Please note that the URL is different for the secretariat and
officers.**

◆ For secretariat use
<https://michibiku.jp/password/forgot>

◆ For executives
<https://michibiku.jp/user/password/forgot>

(Reference) About login URL

The login URL is different for the office and for users.

The details are as follows, so please be careful not to make any mistakes.

This is the most common cause of errors when resetting your password.

Secretariat login URL (when creating a meeting)

<https://michibiku.jp/sign-in>

User login URL (for electronic signatures, etc.)

<https://michibiku.jp/user/sign-in>

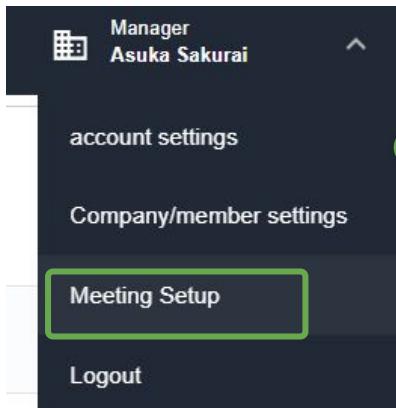
About meeting settings

How to set up a meeting (skip circulation/whether confirmation of minutes is required)

In this chapter, we will explain how to configure whether to skip circulation or require confirmation of minutes.
I will explain (meeting settings).

How to set up a meeting (skip circulation/whether confirmation of minutes is required)

If there is a flow you want to skip on the system, you can set it in the settings menu in the upper right > Conference settings. At the initial stage, everything is checked. Please adjust and save according to the part you want to skip. (The settings will be reflected when a new meeting is created after saving, so you need to take action before creating a meeting.)



①Click on Meeting setup

A screenshot of the 'Meeting Setup' page. The 'board of directors' tab is selected. The page shows two main sections: 'Creation flow' and 'Written Resolution Flow'. Under 'Creation flow', there are two rows of checkboxes for 'Creation of convocation notice', 'Circulation of convocation notice', 'Circulation of minutes', and 'Minutes must be checked'. The first row has checked boxes for 'Creation of convocation notice' and 'Circulation of convocation notice'. The second row has unchecked boxes for all four. Under 'Written Resolution Flow', there are two rows of checkboxes for 'Proposal writing', 'Circulation of minutes', and 'Minutes must be checked'. The first row has checked boxes for 'Proposal writing' and 'Circulation of minutes'. The second row has an unchecked box for 'Minutes must be checked'. A green rectangular box highlights the 'Save your settings' button at the top right of the page.

②Adjust the addition/removal of to achieve the flow you want to use.

How to set up a meeting (skip circulation/whether confirmation of minutes is required)

The name of each item and the definition when unchecked are as follows.

Project name	Status when unchecked
Create convocation notice	No need to create convocation notices on the system
Convocation notice circular	It is no longer necessary to send an e-mail requesting confirmation of the convocation notice on the system.
Minutes circulation	It is no longer necessary to send emails requesting confirmation of the minutes on the system.
Minutes confirmation required	After sending an email requesting minutes confirmation to each user on the system, You can proceed to request electronic signatures even if there are users who have not marked the minutes as “confirmed”.

How to set up a meeting (skip circulation/whether confirmation of minutes is required)

<Setting example>

Create convocation notice → Send → Create minutes → Send → Request electronic signature

*Even if there are people who have not completed checking the minutes, you can proceed to request electronic signatures.

取締役会	監査役会			
作成フロー				
通常フロー	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Minimum] Supports minutes outside the system → When using only electronic signature requests

取締役会	監査役会			
作成フロー				
通常フロー	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How to set up a meeting (skip circulation/whether confirmation of minutes is required)

<Setting example>

When handling convocation notices outside the system and using them for creating minutes → sending → requesting electronic signatures

取締役会	監査役会			
作成フロー	招集通知作成	招集通知回覧	議事録回覧	議事録確認必須
通常フロー	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Supplement) If it is a custom conference, please edit it from "Custom conference management"

Can be set in the upper right settings menu > Meeting Setup > Custom conference management
Please adjust "Yes" or "No" in the custom meeting flow field.

Meeting types

Regular meeting flow

Creation flow	generally	Add a past meeting
<input checked="" type="checkbox"/> Creation of convocation notice	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Circulation of convocation notice	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Circulation of minutes	<input type="checkbox"/>	
<input type="checkbox"/> Minutes must be checked	<input type="checkbox"/>	
<input type="checkbox"/> Electronic signature of minutes	<input type="checkbox"/>	

About conference management

Overall flow of holding a meeting

In this chapter, we will discuss the two conference “boxes” that can be executed using the michibiku system.

We will provide an overview and explain the flow of each process.

Two conferences that can be held at michibiku

The michibiku system allows you to hold two types of meetings:

Create a new meeting

*Hereinafter, in the section explaining the meeting flow, it will be referred to as "normally held".

This is a flow for creating convocation notices and minutes on the michibiku system, circulating them, and supporting electronic signatures. It is also possible to upload and circulate PDF data created in another system such as Word.

Add past meetings

*Hereinafter, in the section explaining the meeting flow, it will be referred to as "past addition".

This is the flow when the notice of convocation, creation of minutes, circulation, and signing and sealing of the meeting have already been completed outside the system.
Past materials can be uploaded and managed centrally on michibiku.

Meeting flow (overview)

Meetings at michibiku are held using the following five flows.

① Event overview

First, create a conference box that will serve as a "label."

② Recruitment notice

You can choose to create it using the fill-in-the-blanks/editor method on the system, or to upload a PDF of the convocation notice that has already been created.

*When adding past meetings, uploading the convocation notice is optional.

③ Meeting materials

You can upload meeting materials, adjust viewing restrictions, and link them to the agenda items listed in the convocation notice.

④ Minutes

As with the convocation notice, you can choose to create it using the fill-in-the-blank editor method on the system, or upload a separately created PDF of the minutes.

*If you want to add past meetings, you must upload the PDF.

⑤ Electronic signature

Finally, we will support electronic signatures.

*If you add a past meeting, it will be completed without adding an electronic signature.

What you can do on the meeting materials screen and how to upload them

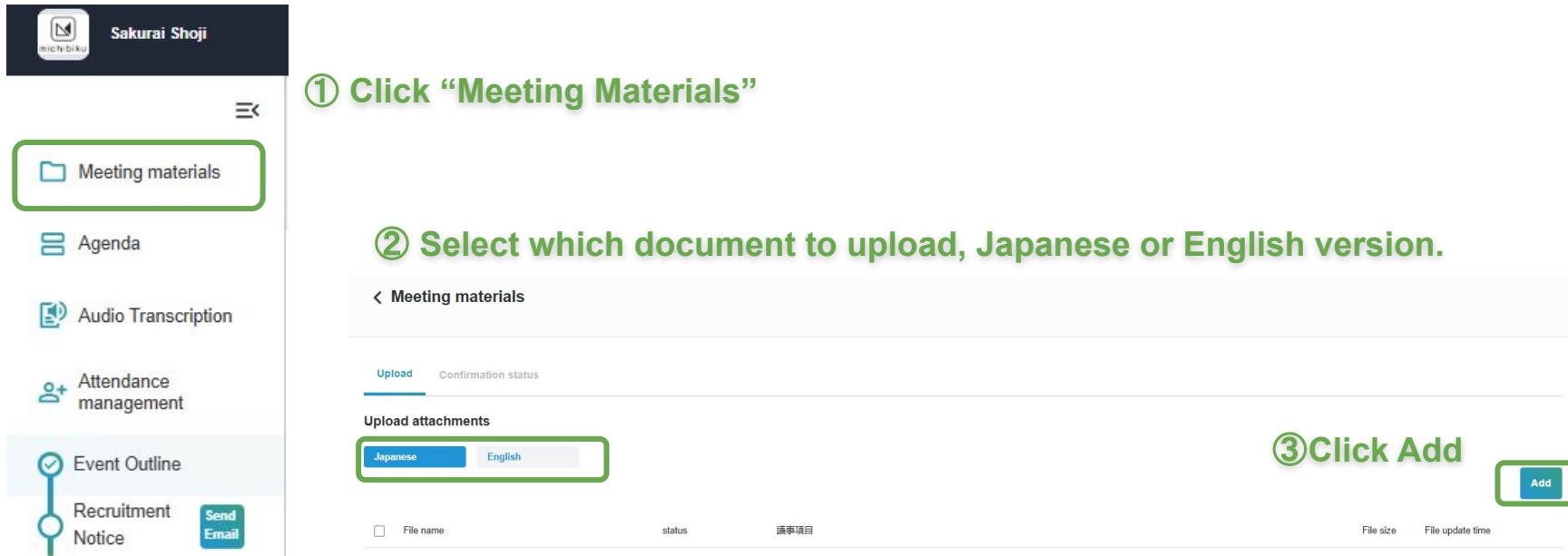
This chapter explains how to upload meeting materials and other things you can do on the meeting materials screen.

About the meeting materials screen

- For each meeting, you can upload materials to "Meeting Materials" and store and share them.
-
- <Upload conditions>
- Number of files: 20 files/20MB limit per meeting
- You can add +10 files as an option, and expand up to 100 files. If you wish to expand, please contact Michibiku.
- Supported files: docx, .xlsx, .pptx, .pdf, .zip
- For users to preview on michibiku, "PDF" is recommended because the display is less distorted.
- You can upload the event summary until the minutes are finalized. Please note that you will not be able to upload if you proceed to electronic signature.
-
- <Main things you can do>
- [Admin]
 - Upload meeting materials
 - Linking proposals to meeting materials
 - Possible to link to the agenda stated in the convocation notice
 - Granting viewing restrictions for each document x user
 - It is possible to set restrictions for each document, such as "○○ officers can view and download, but other officers can only view."
 - Confirm each user's documents/download status
 - You can check the date and time whether the document was opened for each document x user.
- 【user】
 - Viewing previews of meeting materials and writing notes
 - Open documents in Preview and add text or freehand notes
 - Download meeting materials

About uploading attached documents (1/5)

After the meeting is held (after the meeting is created), you can upload meeting materials as appropriate. Materials can be uploaded from the time the event outline is created until the minutes are finalized.

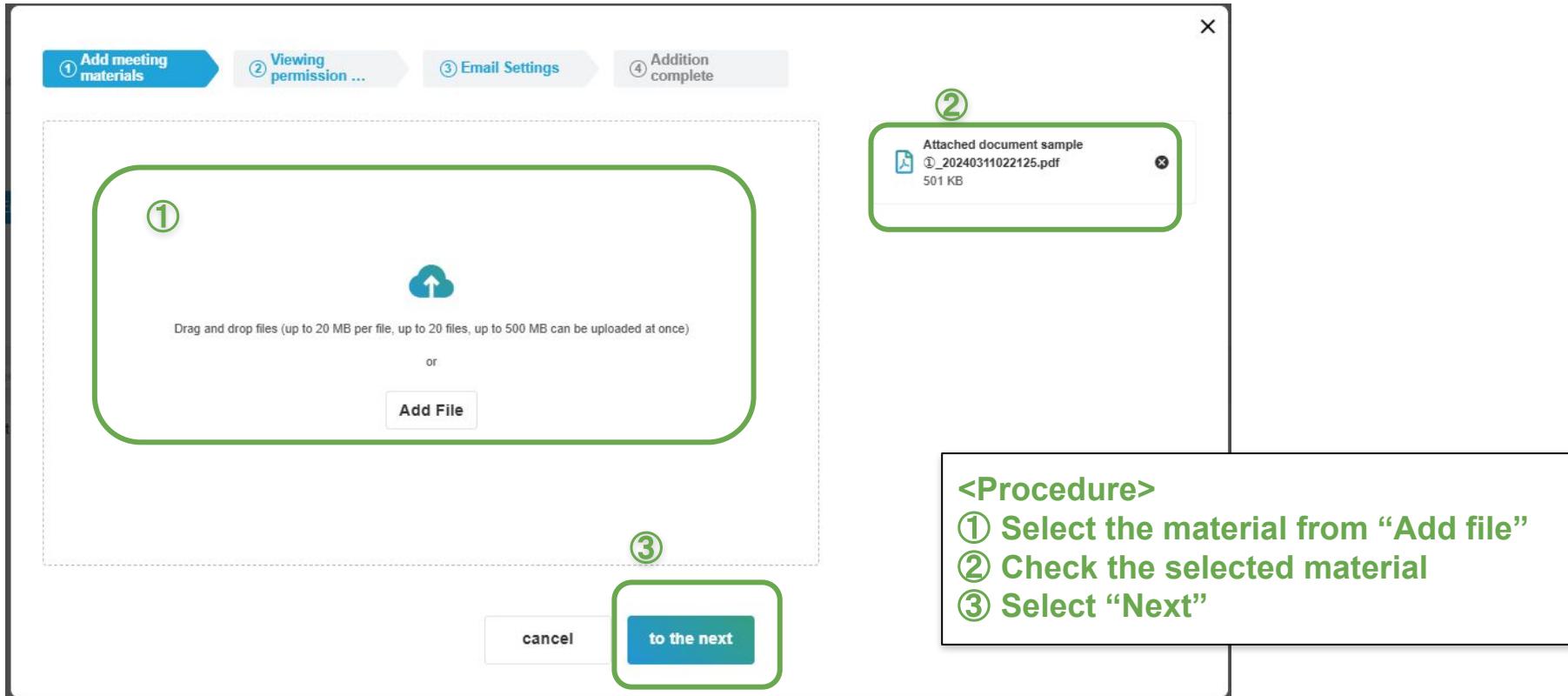


The screenshot shows the Sakurai Shoji software interface. The top navigation bar includes the logo 'michibiku' and the name 'Sakurai Shoji'. The left sidebar has several options: 'Meeting materials' (highlighted with a green border), 'Agenda', 'Audio Transcription', 'Attendance management', 'Event Outline' (highlighted with a light blue background), 'Recruitment Notice', and a 'Send Email' button. The main content area shows a 'Meeting materials' page with a sub-header 'Upload attachments'. It features two buttons: 'Japanese' (highlighted with a green border) and 'English'. Below these buttons is a table with columns: 'File name', 'status', and '議事項目' (Meeting Items). The bottom right corner of the table has a green-bordered 'Add' button.

- ① Click “Meeting Materials”
- ② Select which document to upload, Japanese or English version.
- ③ Click Add

About uploading attached documents (2/5)

Add meeting materials.



① Add meeting materials

② Viewing permission ...

③ Email Settings

④ Addition complete

①

Drag and drop files (up to 20 MB per file, up to 20 files, up to 500 MB can be uploaded at once)

or

Add File

③

cancel

to the next

②

Attached document sample
1_20240311022125.pdf
501 KB

<Procedure>

① Select the material from “Add file”

② Check the selected material

③ Select “Next”

About uploading attached documents (3/5)

Set viewing/download permissions.

① Add meeting materials ② Viewing permission ... ③ Email Settings ④ Addition complete

Please set the viewing permissions for the meeting materials for participants. Participants with a will be assigned the permission to view/download the corresponding meeting materials.

Participant	View	download
full name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Representative Director an...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sakurai Asuka	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Representative Director an...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XXyama Ako	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit & Supervisory Board ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit Saburo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

① Representative Director an...
② Register
③ Director
④ Audit & Supervisory Board ...
⑤ Audit Saburo

Cancel adding meeting materials

Back to Adding Meeting Materials

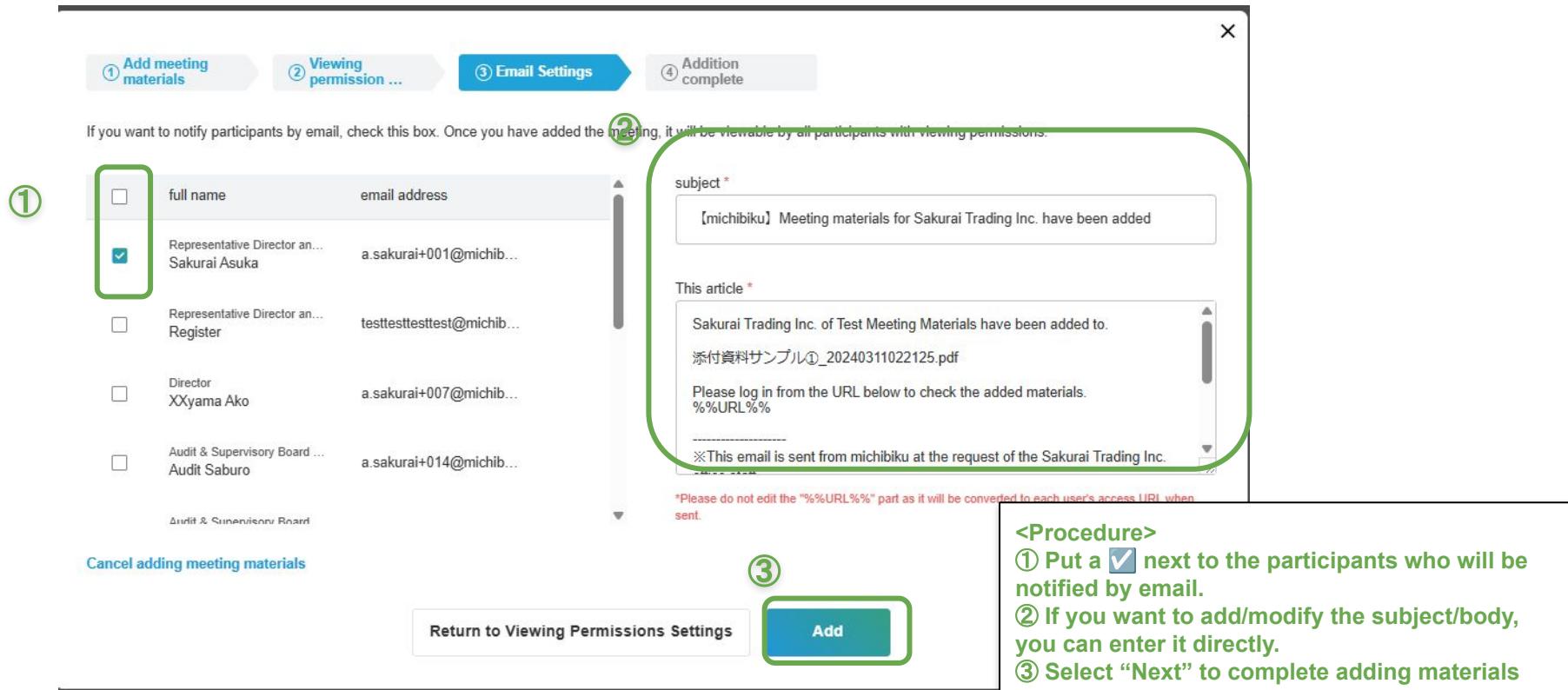
to the next

Attached document sample..

① Enter the participant to whom you want to give authority.
② Select the grant of viewing/download privileges with
③ Select “Next”

About uploading attached documents (4/5)

In step 3, set up email notifications and complete the addition of materials.



① Add meeting materials ② Viewing permission ... ③ Email Settings ④ Addition complete

If you want to notify participants by email, check this box. Once you have added the meeting, it will be viewable by all participants with viewing permissions.

①	full name	email address
<input checked="" type="checkbox"/>	Representative Director an... Sakurai Asuka	a.sakurai+001@michib...
<input type="checkbox"/>	Representative Director an... Register	testtesttesttest@michib...
<input type="checkbox"/>	Director XXyama Ako	a.sakurai+007@michib...
<input type="checkbox"/>	Audit & Supervisory Board ... Audit Saburo	a.sakurai+014@michib...

②

subject *

【michibiku】 Meeting materials for Sakurai Trading Inc. have been added

This article *

Sakurai Trading Inc. of Test Meeting Materials have been added to.
添付資料サンプル①_20240311022125.pdf
Please log in from the URL below to check the added materials.
%%URL%%

※This email is sent from michibiku at the request of the Sakurai Trading Inc.

*Please do not edit the "%%URL%%" part as it will be converted to each user's access URL when sent.

③

Cancel adding meeting materials

Return to Viewing Permissions Settings

Add

<Procedure>

① Put a next to the participants who will be notified by email.

② If you want to add/modify the subject/body, you can enter it directly.

③ Select “Next” to complete adding materials

About uploading attached documents (5/5)

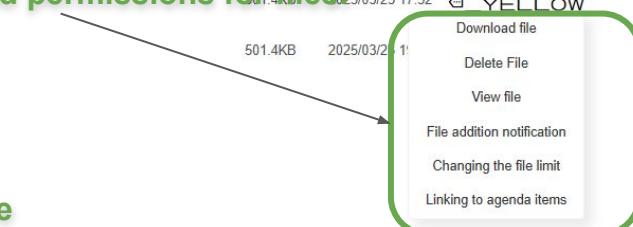
Once the upload is complete, you can view the file by selecting the title.

<input type="checkbox"/> File name	status	議事項目	File size	File update time
Choose a file	Link the selected file to the agenda	Change user permissions	Download selected file	
<input type="checkbox"/> Attached document sample ①_20240311022125.pdf	Uploaded		501.4KB	2025/03/23 17:52
<input type="checkbox"/> Attached document sample ①_20240311022125.pdf	Uploaded		501.4KB	2025/03/23 17:52

Select 「...」 (three dots) to download, delete, view, and change viewing/download permissions for files

↑Click on the title to view the document

*You can also change the list order of the materials by clicking on the blank space next to the title and dragging and dropping.



(Reference) How to view the user's meeting material confirmation status

On the "Meeting Materials" screen, the "Upload" tab and "Confirmation Status" tab will be displayed.

Click the "Confirmation Status" tab to view the confirmation status of meeting materials.

◀ Meeting materials



Click the Verification Status tab.

You can view the confirmation status of meeting materials for each user and material.

full name	Document Name	status
Representative Director and CEO Sakurai Asuka	Attached document sample ①_20240311022125.pdf Attached document sample ①_20240311022125.pdf	Unopened Unopened

Create a new meeting (regular method)

Create a new meeting

This chapter explains the flow of holding a meeting using "Creating a new meeting".

Flow of "Creating a new meeting" _ Creation~Entering event summary (1/2)

To "Create a new meeting", click "Create a new meeting" from the top right of the meeting list.



The screenshot shows a 'Meeting List' interface. At the top right, there is a blue button labeled '取締役会を新規作成' (Create a new Board Meeting) with a green rectangular box drawn around it. Below the button, there is a small ellipsis icon. The top left of the screen has the text '会議一覧' (Meeting List). Below the top navigation, there is a horizontal menu with several items: '取締役会' (highlighted with a blue underline), '監査等委員会', '役会事前説明会', '○○委員会', 'XX部会', and '会議C'. At the bottom of the screen, there is a table with columns: '□' (checkbox), 'No.', '会議名' (Meeting Name), 'ステータス' (Status), '開催概要' (Summary), '招集通知 (送付日)' (Call Notice (Delivery Date)), '議事録 (開催日)' (Minutes (Date of Meeting)), and '署名' (Signature). There are also two buttons at the bottom right: 'ダウンロード' (Download) and '選択した会議を削除' (Delete selected meeting).

「新しい会議を作成」の流れ_作成~開催概要の入力(2/2)

First, enter basic information about the meeting on the event summary screen.

New conference created

Types of meetings

Meeting Type: Board of Directors

Types of Board of Directors: Regular board of ...

Meeting name

Meeting Name: Regular board of directors meeting held on month of: yyyy/mm Regular board of directors

Meeting details

Opening place: 本店会議室

Head Office Meeting Room

Address of the place of business: 東京都中央区日本橋富沢町1-2-3

1-2-3,Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo

Preparation of recruitment notice

③ Click when you have finished entering the information.

② Enter the required information

- Type of board of directors meeting: Select regular or extraordinary
- Meeting name: The name displayed in the "meeting list". You can enter it freely, but you cannot change it later.

- Venue: Specify the "real" location where the board of directors meeting will be held. Even if everyone is participating online, you need to specify some physical location.
- Address: Enter the address of the event location.

- Web conference URL: Optionally enter the web conference URL.
- Event date/time: Specify the scheduled date and time

"Create a new meeting" _ Until sending of convocation notice (1/7)

Enter the date of sending the convocation notice, and add the items to be reported and the items to be resolved.

Edits will be reflected in the preview on the right.

Preparation of recruitment notice

Recruitment notice delivery date

Delivery date *

2025/03/23

Additional reporting items

+ Additional reporting items

It does not replace

Additional resolutions

Save

Send mail first and choose

Manager
Sakura Asuka

Japanese English

March 23, 2025

Dear officers,
1-2-3 Nihonbashi Tomisawacho, Chuo-ku, Tokyo
Sakurai Corporation
Representative Director and CEO Asuka Sakurai

Notice of Regular Board Meeting

It is a good omen for the current situation, and I would like to celebrate it. In addition, in order to convene the following board of directors meeting, the notice of attendance has been sent.

You can click to transition to each status screen displayed in black.

Once you have finished entering the information, you can click "Proceed to select destination" and move to the sending screen.

"Create a new meeting" _ Until sending of convocation notice (2/7)

Add/edit report items in the Add Report Items column. The same goes for resolutions.

報告事項の追加

1: 報告事項と決議事項の表示順を入れ替え

報告事項	<input type="button" value="▼"/>
報告事項を選択	<input type="button" value="▼"/>
報告事項を編集	

+ 報告事項を追加

You can select a template from ▼ and it will be reflected in "Edit report items"

Press "+ Add report matter" to call up the report matter form.
(The same applies to resolutions)

報告事項	<input type="button" value="▼"/>
報告事項を選択	<input type="button" value="▼"/>
報告事項を選択	<input type="button" value="▼"/>
月次決算報告の件	
中期経営計画の進捗状況の件	
当社に対する訴訟が提起された件	
常勤監査役選定の件	
株主提案権を使用する書面の受領報告の件	
業務執行状況報告の件	
コーポレート・ガバナンスに関する事項	
内部統制システムの運用状況報告の件	

<About templates>

Example: "Monthly financial report matter"

→ The text "Monthly report for MM, YYYY" will be reflected in the "Edit report items" field, so please make manual corrections as appropriate.

Flow of “Create a new meeting”_Up to sending of convocation notice (3/7)

From the "Change display order" button on the right side of the report items,
You can change the display order of report items and resolution items on the convocation
notice.

報告事項の追加

表示順を並べ替え

from this button

Report items → Discussion items → Resolution
items

Resolutions → Report items → Discussion items
You can change the display order, such as

▼

- 3. 目的事項
- 決議事項
- 資金調達（銀行融資）の件
- 報告事項
- 2022年2月度月次決算報告の件

"Create a new meeting" _ Until sending of convocation notice (4/7)

After adding an input form field, it is also possible to input directly into the editing field without selecting a template.



The screenshot shows a user interface for creating a new meeting. At the top, there is a section labeled "決議事項" (Resolutions) with a dropdown menu labeled "決議事項を選択" (Select resolution). Below this is a text input field with a green border and a green arrow pointing to it, containing the placeholder text "その他適宜必要な事項" (Other necessary matters). At the bottom left, there is a button labeled "+ 決議事項を追加" (Add resolution).

2) Do not select a template and directly enter words such as "Other necessary matters" in the edit field.

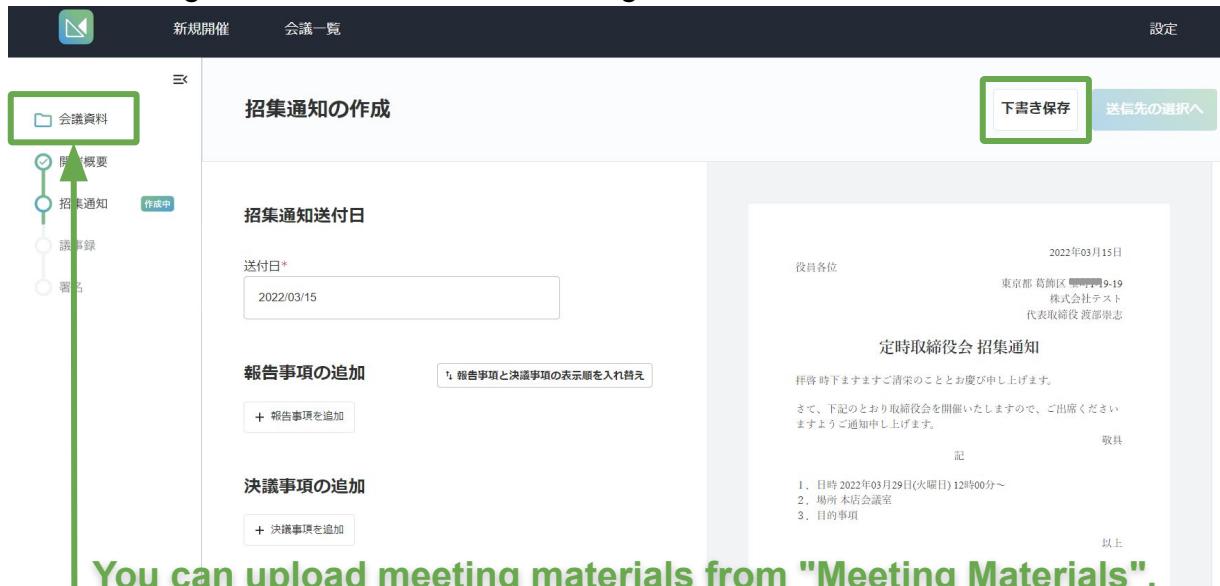
1) Click "Add resolution" and add a form field

“Create a new meeting”_Up to sending of convocation notice (5/7)

Meeting materials can be uploaded from the "Meeting Materials" button on the left bar.

If you transition without saving the edited convocation notice, the edited contents of the convocation notice will be reset.

Don't forget to save the draft and change the screen.



会議資料

開催概要

招集通知

議事録

署名

新規開催 会議一覧 設定

招集通知の作成

下書き保存 送信先の選択へ

招集通知送付日

送付日* 2022/03/15

報告事項の追加 1. 報告事項と決議事項の表示順を入れ替え

+ 報告事項を追加

決議事項の追加 + 決議事項を追加

役員各位 2022年03月15日

東京都 葛飾区 9-19-19
株式会社テスト
代表取締役 渡部崇志

定期取締役会 招集通知

拝啓 時下ますますご清栄のこととお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席ください
ますようご通知申し上げます。

敬具

記

1. 日時 2022年03月29日(火曜日) 12時00分～

2. 場所 本店会議室

3. 目的事項

以上

You can upload meeting materials from "Meeting Materials".

Save the convocation notice as a draft and then proceed to the screen transition.

“Create a new meeting”_Up to sending of convocation notice (6/7)

Once you have finished creating the convocation notice, edit and confirm the email content and destination, and send the convocation notice.

Please note that members who are not included in the email destination will not be viewed.

You can return to editing the convocation notice.

件名* 株式会社テスト 取締役会招集通知を送付いたします

本文* 役員各位
お疲れ様です。
取締役会運営事務局の渡部宗志でございます。
表題通り、取締役会を開催いたしますので招集通知を送付いたします。
次のリンクよりmichibikuにログインし、内容をご確認の上、ご出席ください。
※機密的な文言を用意しておりますが、ご自由に編集ください。ただし、%%の変数は削除しないでください。

招集先（メール送信先）一覧

氏名	メールアドレス
<input checked="" type="checkbox"/> 代王 朝比奈 渡部宗志	kt.watanabe.0824+0401@gmail.com

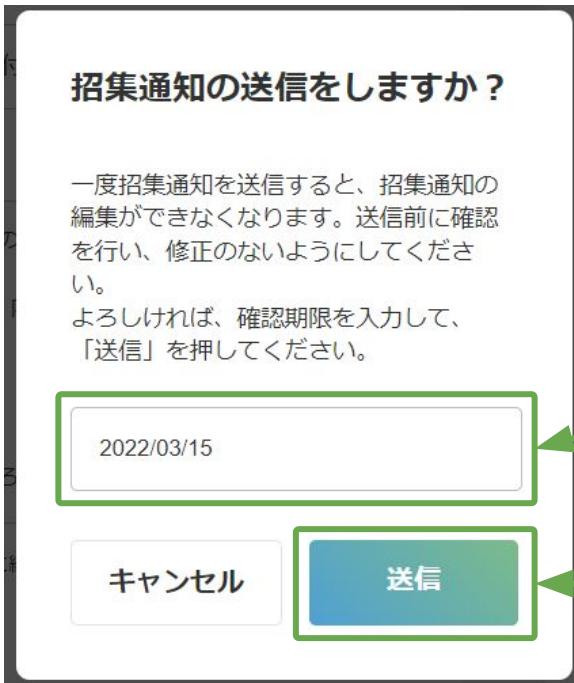
⑪ After confirming the email content and destination, click to send

⑨ Edit the subject and body of the email as necessary
Please be careful not to touch the text "%URL%"

⑩ Check the destination of the email
Please note that if you do not check the box, you will not be able to view it.

“Create a new meeting”_Up to sending of convocation notice (7/7)

When you click "Send convocation notice," a confirmation screen will pop up, so enter the confirmation deadline and click "Send" to complete sending the convocation notice.



⑫ Enter the confirmation deadline for the convocation notice

⑬ Click “Send” to complete sending the convocation notice
If you want to return to editing the email text, click "Cancel"

“Create a new meeting”_Up to sending of convocation notice (7/7)

After the convocation notice has been sent, you can view its read/confirmation status. In addition, you can move on to creating the minutes without waiting for everyone to open and confirm.



確認中の招集通知

確認状況

参加役員	招集通知
代表取締役（議長） 渡部志志	未開封
取締役 渡部曉代	未開封
取締役 渡部陽菜	未開封
監督役 渡部春瑞	未開封

議事録を作成

確認中の招集通知

2022年03月15日

役員各位

東京都 葛飾区 宝町1-19-19
株式会社テスト
代表取締役 渡部志志

定時取締役会 招集通知

拝啓 時下ますますご清栄のこととお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席ください
ますようご通知申し上げます。

記

取締役会 招集通知

1. 日時 2022年03月29日(火曜日) 12時00分～
2. 場所 本店会議室
3. 目的
・決議事項
　資金調達（銀行融資）の件
報告事項
　2022年2月度月次決算報告の件

以上

Click to go to the minutes editing screen

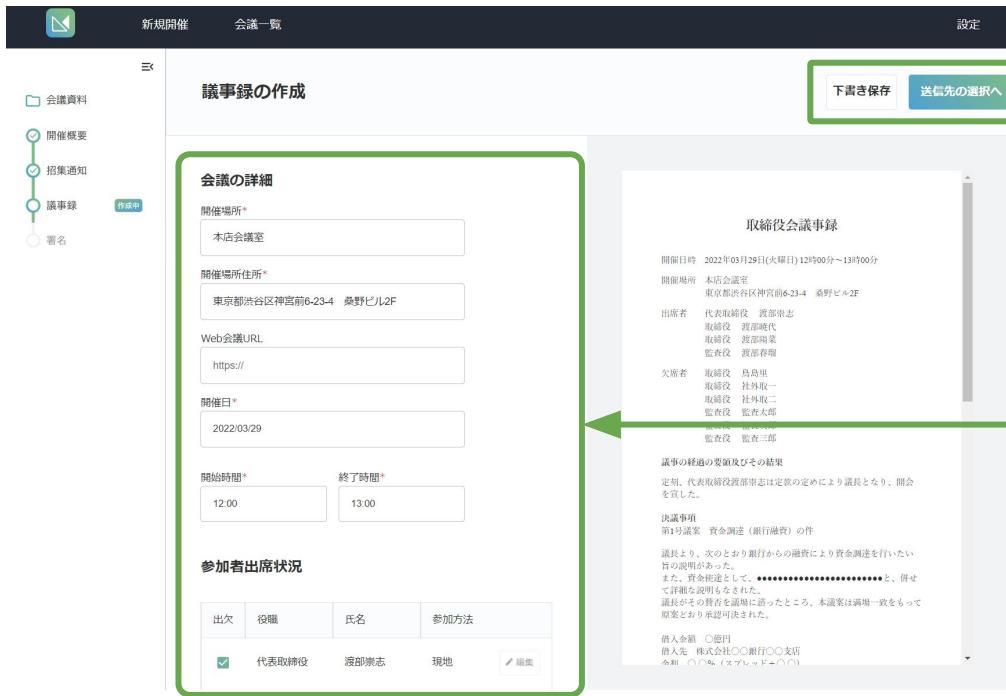
Click on the blue text
Reminder emails can be sent

<Supplement: There are 3 types of status below>

- Unopened: Email unopened
- Opened: Email opened
- Confirmed: Confirmation of convocation notice completed

Flow of “Creating a new meeting”_Up to sending minutes (1/5)

When creating minutes, you can edit the minutes. Once you have finished creating everything, move on to selecting the destination.



新規開催 会議一覧 設定

議事録の作成

会議の詳細

開催場所* 本店会議室

開催場所住所* 東京都渋谷区宮前6-23-4 桑野ビル2F

Web会議URL <https://>

開催日* 2022/03/29

開始時間* 12:00 終了時間* 13:00

参加者出席状況

出席	役職	氏名	参加方法
<input checked="" type="checkbox"/>	代表取締役	渡部崇志	現地
<input type="checkbox"/>	渡部崇志		通話

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取締役会議事録

開催日時 2022年03月29日(火曜日) 12時00分～13時00分

開催場所 本店会議室
東京都渋谷区宮前6-23-4 桑野ビル2F

出席者

代表取締役	渡部崇志
取締役	渡部崇志
取締役	渡部陽菜
監査役	渡部春理
取締役	鳥島里
取締役	社外取一
取締役	社外取二
監査役	監事会部
監査役	監事会部
監査役	監事会部

議事の経過の要領及びその結果

定則、代表取締役渡部崇志は定款の定めにより議長となり、開会を宣した。

決議項目

第1号議案 資金調達（銀行融資）の件

議長より、次のとおり銀行からの融資により資金調達を行いたい旨の説明があった。

また、資金調達として、*****と、併せて詳細な説明もされた。

議長がその説明を議場で語ったところ、本議案は満場一致をもって原案どおり承認決議された。

借入人種 ○銀行
借入先 株式会社〇銀行〇〇支店
会期 ○～○、(スケジュールは○～○)

Once input is complete, move to the send screen

Click "Save Draft" to save the input contents and move to the meeting list (top screen)

Edits made in the editing area will be reflected in the minutes preview on the right.

Flow of “Create a new meeting” (Supplement ⑦)

You can edit the participant's attendance location in "Participant Attendance Status". If you remove the ✓ mark from the attendance button, the system will treat you as "absent," which will be recorded as "absent" in the minutes, and you will not be eligible for electronic

参加者出席状況

出欠	役職	氏名	参加方法
<input checked="" type="checkbox"/>	代表取締役	渡部崇志	個人宅

If you remove ✓, it will be “absent”.

Edit button

Attendance location dropdown menu

Click "Edit" to edit the participant's participation location. If you have made any edits, click "Save" to save them.

Private home: Used when participating from a private home via the web, etc.

On-site: Used if you participate in real time at the venue listed in the convocation notice.

Other: Used when participating from a hotel on a business trip or a remote conference room

(Supplementary note) If the event is held from a distance by electromagnetic means, it is recommended to include a summary of the location. Therefore, by editing this field, the entry will be reflected in the minutes (example below)

Web会議システムでの出席者は以下の通りである。
代表取締役 渡部崇志 (個人宅)

Flow of “Create a new meeting” (Supplement ⑧)

Editing minutes is basically the same as editing a convocation notice. At this stage, template selection is not possible and only free input can be added.



The display order of report items/resolution items/discussion items can be changed.

— You can freely edit the title field of the report item.

You can freely edit the text section of the report item.

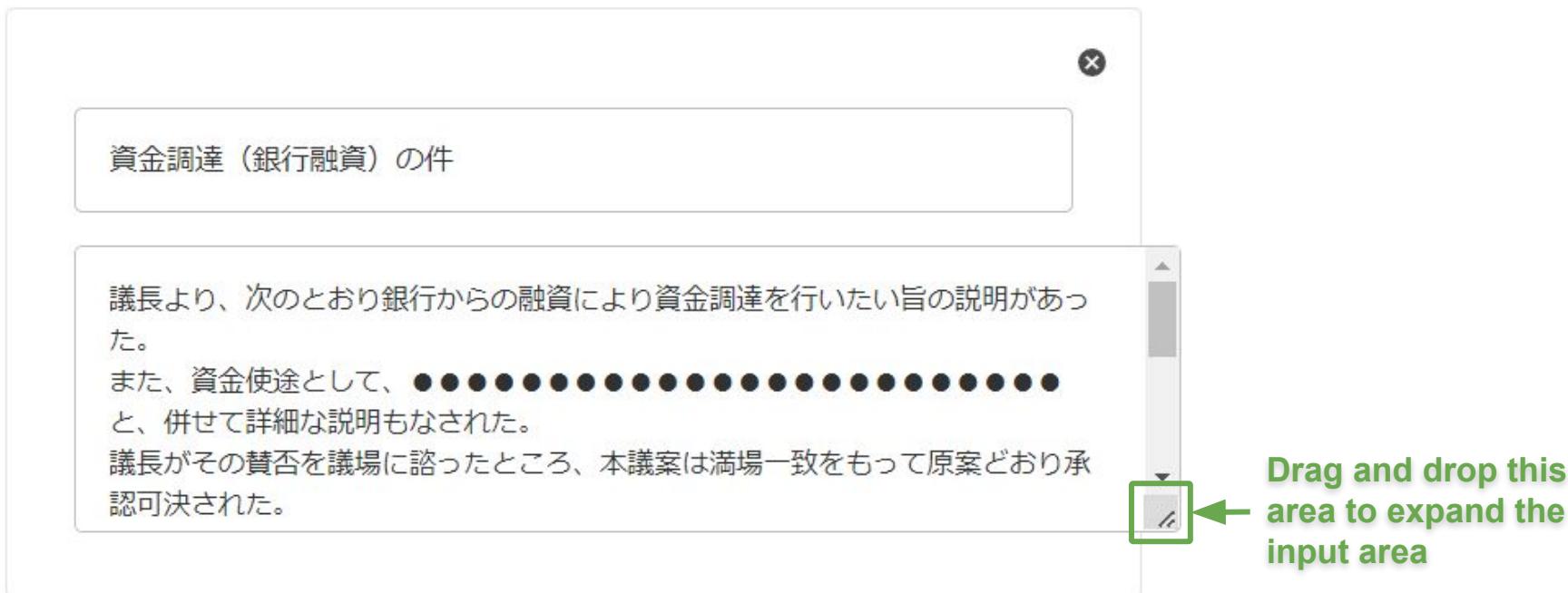
Click to add report form

The above operation is the same for resolution matters.

Flow of “Creating a new meeting” (Supplement ⑨)

You can expand the input area by dragging and dropping the lower right part of the input area.

Expanding it as appropriate will improve the convenience of input work.



Flow of “Creating a new meeting”_Up to sending minutes (2/5)

Once you have finished creating the minutes, edit and confirm the email content and destination, and send the minutes. Please be aware that if you do not include it in the destination, it will not be viewed.

新規開催 会議一覧 設定

会議資料 開催概要 招集通知 議事録 営業 メール送信

議事録メールを作成する

下書き保存 議事録の送信

Click "<" to return to editing the minutes.

件名* 株式会社テスト 取締役会議事録を送付いたします

本文* 表題の通り、先般執り行われました取締役会の議事録を作成しましたので送付いたします。
次のリンクよりmichibikuにログインし、ご意見、ご質問、また要修正点がございましたらお申し付けください。

%%URL%% お忙しいところ恐縮ですが、どうぞ、よろしくお願い申し上げます。

※標準的な文言を用意しておりますが、ご自由に書きください。ただし、%%の変数は削除しないでください。

回覧先（メール送信先）一覧

氏名	メールアドレス
<input checked="" type="checkbox"/> 渡部 勝志	ta.watanabe.0824+0401@gmail.com

After confirming the email content and destination, click to send.

Edit the "Subject" and "Body" of the email content as necessary.

Check the email destination
Please note that if you do not check here, you will not be able to view the page.

Flow of “Creating a new meeting”_Up to sending minutes (3/5)

When you click "Send Minutes," a confirmation screen will pop up. Enter the confirmation deadline, then click "Send" to complete sending the minutes.



Enter the deadline for checking the minutes

Click “Send” to complete sending the minutes.
If you want to return to editing the email text, etc., click “Cancel”

Flow of “Creating a new meeting”_Up to sending minutes (4/5)

After the minutes have been sent, you can view their opening/confirmation status.

The screenshot shows a software interface for managing meetings. On the left, a sidebar has icons for '会議資料' (Meeting Materials), '開催概要' (Meeting Summary), '招集通知' (Call for Meeting), '議事録' (Minutes), and '署名' (Signature). The '議事録' icon is highlighted with a green border. The main area shows a list of '確認中の議事録' (Minutes Under Confirmation) with details like date, location, and attendees. To the right, a '確認状況' (Confirmation Status) table lists board members with their status: '未開封' (Unopened) for most, and '確認済み' (Confirmed) for one. Buttons at the top right include '議事録を修正する' (Edit Minutes) and '署名依頼先の選択へ' (Select Requested Signatory).

In the initial settings, you cannot proceed to electronic signature until all board members have confirmed the minutes.

<Supplement: There are 3 types of status below>

- Unopened: Email unopened
- Opened: Email opened
- Confirmed: Minutes confirmation completed

Flow of “Creating a new meeting”_Up to sending minutes (5/5)

Once all officers have reviewed the minutes, proceed to electronic signature.

*When you press "Proceed to signature", the minutes, comments, and meeting materials will be locked for editing. Before proceeding, please double check that there are no omissions in the minutes or meeting materials.

議事録を修正する

署名に進む

確認状況

参加役員

議事録

代表取締役（議長） 櫻井あすか	未開封
監査役 てすと太郎	未送信
監査役 監査三郎	未送信

Once the minutes have been confirmed, you will be able to press "Proceed to signature"

You can check comments received from officers when checking the minutes.
Receive comments and replies,
If necessary, please revise and resend the minutes using "Edit the minutes"

If you affix your seal without using an electronic signature after confirming the minutes,
You can switch the flow from here (upload stamped PDF/completion flow)

Flow of "Creating a new meeting" _ Electronic signature (1/5)

Drag and drop the electronic signature image (circle) in the electronic signature settings field to the designated location on the minutes to configure the electronic signature settings.



① Drag and drop the electronic signature image (circle) in the electronic signature settings field on the right to the corresponding signature field in the minutes. Once everyone has completed the electronic signature settings (drag and drop), proceed to the next phase.

We recommend "Chrome" or "Edge" as the browser when supporting electronic signatures.

Flow of "Creating a new meeting" _ Electronic signature (2/5)

After completing all electronic signature image (circle) settings, you will be able to send signature request emails.

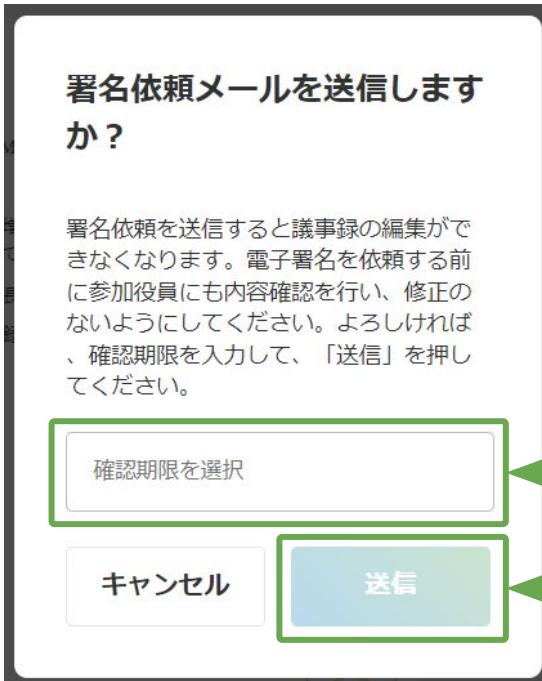


② Once you have finished setting everyone's electronic signatures (drag and drop), you will be able to click "Send signature request email" in the top right corner, so click to proceed to send.

If you only want to save it temporarily and do not want to send it, click "Save Draft"

Flow of "Creating a new meeting" _ Electronic signature (3/5)

By entering the confirmation deadline and clicking "Send," an electronic signature request will be sent (circulated) to each officer. This email will be an automatic message similar to "Create a new meeting".



Flow of “Creating a new meeting”_Electronic signature (4/5)

While the electronic signature is being circulated, you can check the status on the electronic signature screen. Once all the officers targeted for circulation complete their signatures, we will proceed to the next phase (completion process). *Signature requests are valid for 90 days. Please note that if you do not receive a signature for more than 90 days, it will be invalidated and you will need to start over with your electronic signature.

The screenshot shows a user interface for managing a meeting. At the top, there is a dark bar with the word '設定' (Settings). Below it, a light blue button labeled '会議を確定して編集できないようにする' (Confirm the meeting and make it不可编辑) is highlighted with a green dashed box and a green arrow pointing to the right, with the text 'Can't click at this point' overlaid. To the left of this button is a white button labeled '下書き保存' (Save draft). The main content area is titled '確認状況' (Confirmation Status) and shows the following details:

参加役員	署名
代表取締役（議長） 渡部 崇志	回覧中

Below the table, there are up and down arrows. The status '回覧中' (Circulating) is highlighted with a green dashed box and a green arrow pointing to the right, with the text 'Signature status becomes "circulating"' overlaid.

Flow of “Creating a new meeting”_Electronic signature (5/5)

Once all the officers targeted for circulation have completed their electronic signatures, complete the process by "Finalizing the meeting and making it uneditable." After that, you will no longer be able to modify the meeting.



⑤ Once the electronic signatures of all the officers to be circulated have been completed, you will be able to click on it, so click "Finalize the meeting and prevent editing" and complete the process.

Once the officer signs, the status will change to “Signed”

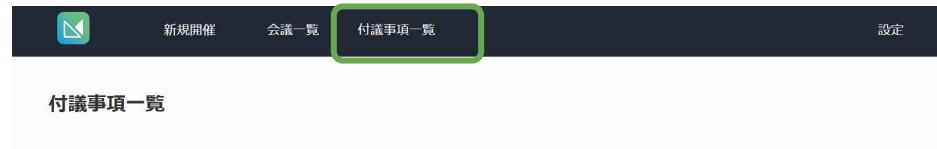
"Create a new meeting" _ Status display after completion

After confirming the meeting, the following status will be displayed on the "Meeting list".

At the same time, each officer who signed electronically will receive an email with a PDF file indicating that the signature has been completed.

	No.	会議名称	ステータス	開催概要	招集通知（送付日）	議事録（開催日）	電子署名
	3	2022年02月 臨時取締役会	会議確定済み	2022-03-05	2022-03-06	2022-03-12	2022-03-05

In addition, the ``report items", ``resolution items", and ``discussion items" finalized at the meeting will be reflected in the list of agenda items, allowing them to be managed and accumulated.



新規開催 会議一覧 付議事項一覧 設定

付議事項一覧

No.	会議名称	項目	件名	内容	ステータス
1	ミニマムフレーン開催	報告	YYYY年MM月度月次 決算報告の件	議長の指名により、取締役〇〇〇〇から、YYYY年MM月の月次 決算について、別紙の資料により報告がなされた。 (報告の概要)	確定

(Reference) Editor function at the board of directors

This chapter explains the editor function in the board of directors.

*Not yet available for use by the Board of Corporate Auditors or the Audit and Supervisory Committee.

Regarding the editor function at the board of directors meeting

You can use the editor function at board meetings.

It can be used to edit convocation notices and minutes.

It is also possible to use an editor for convocation notices and upload PDF minutes for meeting minutes.

議事録の作成

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標準テキスト ▾ Noto Serif JP ▾ 16 - + B I 三 三 三 三 三 三 付議事項の挿入

定時取締役会 議事録

日時 2024年4月14日(日曜日)10時07分～11時07分
開催場所 本店会議室
東京都渋谷区神宮前六丁目23番4号 桑野ビル2F
出席者 代表取締役 中村 竜典

議事

Switching the creation method

You can switch the creation method from "..." in the menu on the right.



When you click "...",
Select from the different creation methods that will
be displayed.

Editing in the editor function

You can use the following functions in the editor function.



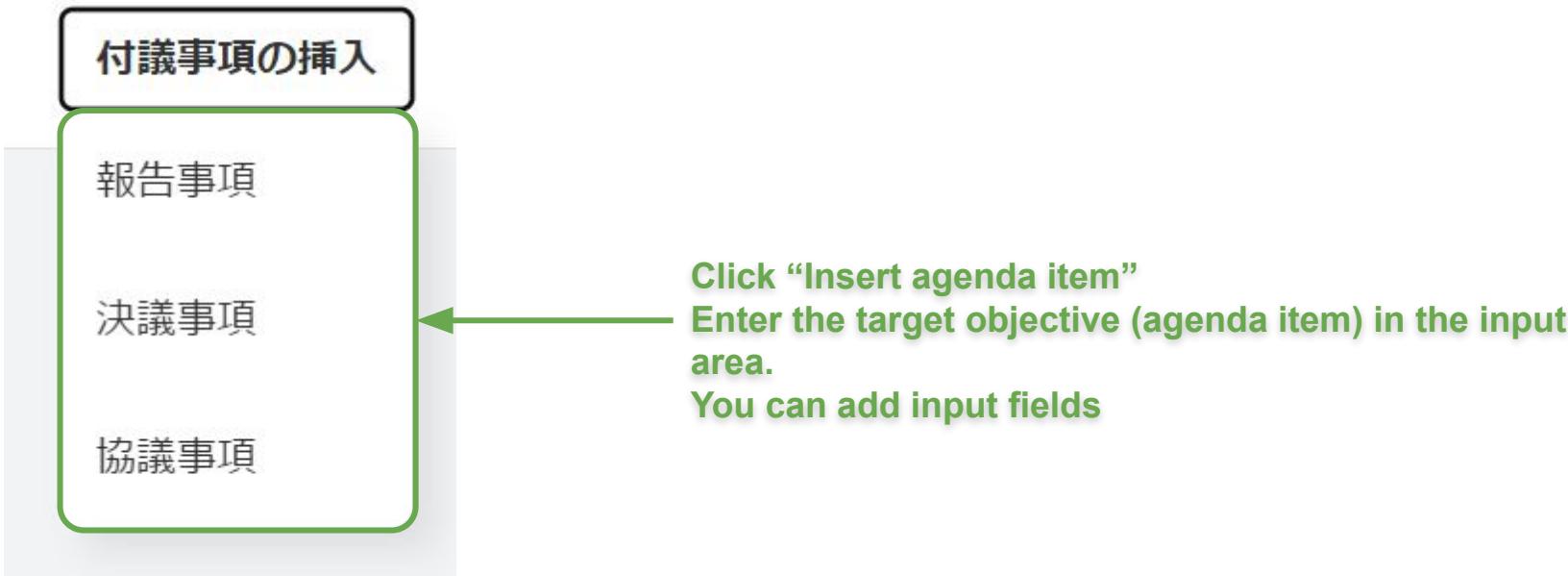
You can use the following features:

- ① Text style
- ② Font
- ③ Font size
- ④ Bold, italic
- ⑤ Placement
- ⑥ Bullet points, numbered lists
- ⑦ Insertion of purpose item (agenda item) input field
- ⑧ Preview display
- ⑨ Switch to PDF upload method

Insert purpose

When you click the "Insert agenda item" button at the top right of the editor's editing screen, an input field for the purpose (agenda item) will be added to the area where the input cursor is displayed in the input area.

*If you would like to add objectives other than reporting, resolution, and consultation, please



(Reference) PDF upload function for board of directors meetings

In this chapter, we will explain the PDF upload function for board of directors meetings.

*In the case of a board of corporate auditors or an audit and supervisory committee,
Please select "Upload PDF and create" from the new creation stage.

Switching to PDF upload method (1/3)

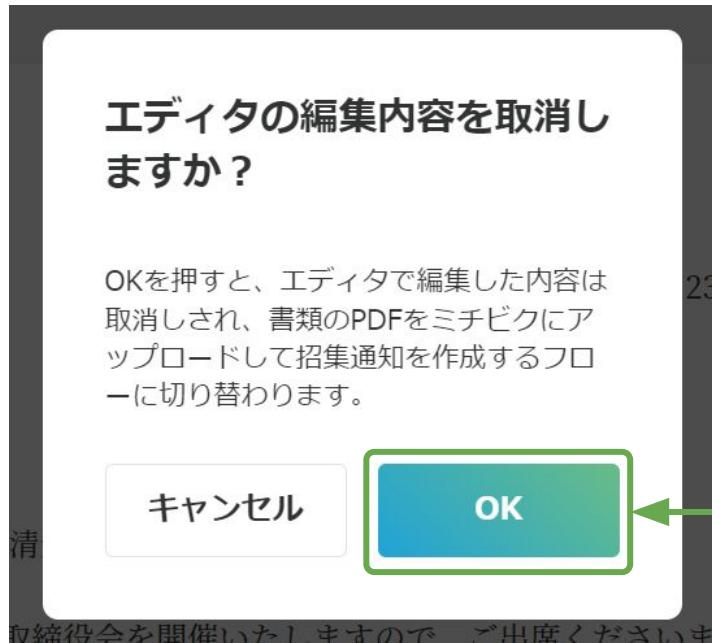
If you would like to create using the PDF upload method, please do so from the icon on the menu on the right.



When you click "...",
Select from the different creation methods that will
be displayed.

Switching to PDF upload method (2/3)

A confirmation pop-up will appear, so click the OK button.
Please note that any edited content will be deleted.



Switching to PDF upload method (3/3)

Switches to PDF upload method.

If you want to switch to another method again, click the "..." icon on the right menu.



The screenshot shows a user interface for creating a document. At the top, there are two buttons: '下書き保存' (Save Draft) and '送信先の選択へ' (Select Recipient). Below these, the title '招集通知の作成' (Create Call for Application) is displayed. A large section titled 'PDFをアップロードして作成' (Create by uploading PDF) is shown. It features a dashed box for dragging and dropping files, a 'or' link, and a 'ファイルを追加' (Add file) button. A message 'PDFがアップロードされていません' (No PDF uploaded) is visible. At the bottom, there is a section for '招集通知送付日' (Delivery date of the call for application) with a '送付日' (Delivery date) field containing the value '2024/07/03'.



When you click "...",
You can edit with editor or
switch to normal method.

Upload PDF

You can upload a PDF on the convocation notice upload screen or minutes upload screen.



The screenshot shows the 'Convocation Notice Creation' screen. On the left, a sidebar menu includes '会議資料', '音声書き起こし', '開催概要' (selected), '招集通知' (highlighted with a green box and arrow), '議事録', and '署名'. The main area has tabs for '新規開催', '会議一覧', and '付議事項一覧'. The '招集通知' tab is active. The '招集通知の作成' section contains a 'PDFをアップロードして作成' area with a file upload input and a '招集通知送付日' section with a date input. A green box and arrow highlight the date input field, with the text 'For convocation notices, enter the scheduled sending date.' A green box and arrow highlight the file upload area, with the text 'Upload the created convocation notice or minutes PDF (A4 portrait only)'.

会議資料

音声書き起こし

開催概要

招集通知

議事録

署名

新規開催

会議一覧

付議事項一覧

管理者
中村竜典

招集通知の作成

PDFをアップロードして作成

ファイルをドラッグ&ドロップ
(1ファイル20MBまで、1ファイルのみ,.pdf)

or

ファイルを追加

下書き保存

次に進む

招集通知送付日

送付日*

2022/10/02

Upload the created convocation notice or minutes PDF
(A4 portrait only)

For convocation notices, enter the scheduled
sending date.

Deleting uploaded PDF data

Uploaded PDF data can be deleted by clicking the "X" button.



The screenshot shows the 'Meeting Notice Creation' screen. On the left, a sidebar lists '会議資料' (Meeting Materials), '音声書き起こし' (Transcription), '開催概要' (Meeting Summary), '招集通知' (Meeting Notice) (which is '作成中' - Under Creation), '議事録' (Meeting Minutes), and '署名' (Signature). The main area has tabs for '新規開催' (New Creation), '会議一覧' (List of Meetings), and '付議事項一覧' (List of Attached Items). The '招集通知の作成' (Creation of Meeting Notice) tab is active. It shows a section for 'PDFをアップロードして作成' (Create by uploading PDF) with a file upload area and a 'ファイルを追加' (Add file) button. Below this is a preview of a PDF titled '取締役会招集通知_代表サンプル.pdf' (73.6KB). A green box highlights the 'X' button next to the file name. The right side shows the content of the PDF, which is a meeting notice for April 23, 2021, at the head office of Matsuno Co., Ltd. The PDF text is as follows:

2021年4月23日
東京都渋谷区神宮前6-23-4 桑野ビル2F
ミヂビク株式会社
代表取締役 中村竜典

定時取締役会 招集通知

拝啓 時下ますますご清栄のことお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席くださいますようご通知申し上げます。

記

1. 日時 2021年4月31日（金曜日）15時00分～
2. 場所 当社本店会議室
<https://sample.com/meetingroom>

3. 目的事項
報告事項
2021年3月度次決算報告の件
サービスの改善報告の件
コロナウイルス対応の状況報告の件
その他適宜必要な事項

決議事項
第1号議案 マーケティング投資計画の件
第2号議案 営業課達の件
第3号議案 オフィス移転の件
第4号議案 hogehogeの件
第5号議案 hogehogeの件
第6号議案 hogehogeの件
第7号議案 hogehogeの件
第8号議案 hogehogeの件

送付日*
2022/10/02

You can delete the uploaded PDF by clicking "x" and re-upload it.
Please note that once you move on to the next phase (minutes), you will not be able to delete it.

Add past meetings

Add past meetings

We will explain the flow of registering past meetings using "Add past meetings".
By registering a meeting that has already been held and the materials have been confirmed,
Materials can be centrally managed within the michibiku system.

Flow of “Add past meetings” (1/8)

To perform "Add past meetings (add past meetings)",
Click "Add past meeting" from "..." on the right side of the meeting list screen.



Flow of “Add past meetings” (2/8)

First, enter basic information about the meeting on the event summary screen.

新規開催 会議一覧 設定

新しい会議を作成

会議の種類

会議の詳細

会議の名前

会議名*

会議の種類

会議体

取締役会

取締役会の種類

定期取締役会

開催場所*

本店会議室

開催場所住所*

東京都品川区上大崎x-x-xxビルxF

Web会議URL

https://

開催日*

2022/03/14

開催時間*

00:00 00:00

下書き保存 招集通知の作成へ

Click "Save Draft" to save the input contents and move to the conference list (top screen)

③ After entering the required information, proceed to the next step by clicking on “Create convocation notice”

② Enter the required information

Meeting body: Currently only the board of directors can be selected.
Type of board of directors meeting: You can choose either regular or extraordinary.

Conference name: Any name displayed in the "Meeting List". You can enter it freely, but you cannot change it later.

Venue: Specify the "real" location where the board of directors meeting will be held. Even if everyone is participating online, you need to specify some physical location.

Address: Enter the address of the venue

Web conference URL: You can optionally enter the web conference URL.

Event date/time: Specify the scheduled date and time.

Flow of “Add past meetings” (3/8)

If you decide to upload the convocation notice, you will be redirected to this screen. Please upload the convocation notice PDF. You can also upload meeting materials from here.

The screenshot shows a user interface for managing meeting materials. The top navigation bar includes '新規開催' (New Event), '会議一覧' (Meeting List), and '設定' (Settings). The left sidebar lists '会議資料' (Meeting Materials) with a green box and arrow, '開催概要' (Event Summary), '招集通知' (Convocation Notice) with a green '作成中' (In Progress) badge, '議事録' (Minutes), and '署名' (Signature). The main content area is titled '招集通知の作成' (Create Convocation Notice) and features a green banner stating 'You can upload meeting materials from here'. Below this is a section for 'PDFをアップロードして作成' (Create by uploading PDF) with a large green box and arrow. It includes a file upload area with an 'Upload' icon, the text 'ファイルをドラッグ&ドロップ (1ファイル20MBまで、1ファイルのみ .pdf)', and a 'ファイルを追加' (Add file) button. A status message 'noData' is shown to the right. A blue button at the top right says '招集通知のアップロードを完了' (Upload convocation notice completed).

会議資料

新規開催 会議一覧 設定

三

会議資料

開催概要

招集通知 作成中

議事録

署名

招集通知の作成

You can upload meeting materials from here

PDFをアップロードして作成

noData

Upload the created convocation notice PDF

ファイルをドラッグ&ドロップ (1ファイル20MBまで、1ファイルのみ .pdf)

ファイルを追加

招集通知のアップロードを完了

Flow of “Add past meetings” (4/8)

Preview the uploaded convocation notice PDF and complete the process.
Please note that you will not be able to re-upload from the next phase onwards.



新規開催 会議一覧 設定

会議資料

開催概要

招集通知 **作成中**

議事録

署名

招集通知の作成

PDFをアップロードして作成

ファイルをドラッグ&ドロップ
(1ファイル20MBまで、1ファイルのみ .pdf)

or

ファイルを追加

取締役会招集通知_代表サンプル.pdf 73.6KB

招集通知のアップロードを完了

役員各位

2021年4月23日

東京都渋谷区神宮前6-23-4 桑野ビル2F
ミヂビク株式会社
代表取締役 中村竜典

定期取締役会 招集通知

拝啓 時下ますますご清栄のこととお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席くださいますようご通知申し上げます。

記

1. 日時 2021年4月31日 (金曜日) 15時00分～

2. 場所 当社本店会議室

(WEB会議URL : <https://hogehogehogehoge>)

3. 目的事項 報告事項

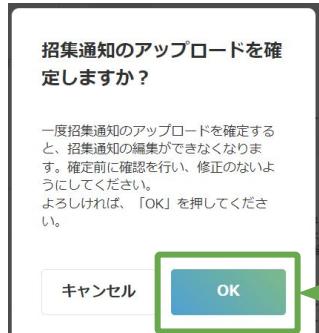
2021年3月度月次決算報告の件
サービスの障害報告の件
コロナウイルス対応の状況報告の件

⑥ Check the preview and if there are no problems, click "Complete Uploading Convocation Notice"

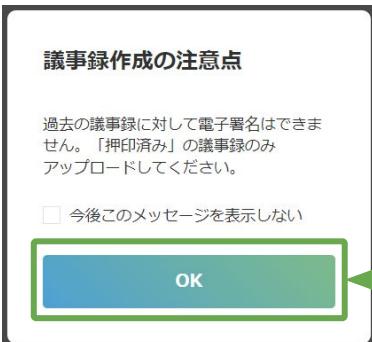
You can delete the uploaded PDF by clicking "x" and re-upload it.
Please note that once you move on to the next phase (minutes), you will not be able to delete it.

Flow of “Add past meetings” (5/8)

A confirmation screen will pop up to confirm that the convocation notice has been uploaded, so click OK. A reminder announcement to create minutes will then pop up.



⑦ A confirmation screen will pop up, so click “OK” to complete, or “Cancel” to modify (re-upload).



⑧ A pop-up message will appear, so check the contents and click “OK”.
If you don't want to display it anymore, put a ✓ in the checkbox.

Flow of “Add past meetings” (6/8)

Upload the created (sealed) minutes PDF.

The process is the same as uploading the convocation notice PDF, but this step cannot be omitted.



The screenshot shows a user interface for creating a meeting minutes document. The top navigation bar includes '新規開催' (New Meeting), '会議一覧' (Meeting List), and '設定' (Settings). On the left, a sidebar lists steps: '会議資料' (Meeting Materials), '開催概要' (Meeting Summary) (checked), '招集通知' (Convocation Notice) (checked), '議事録' (Minutes of Meeting) (highlighted with a green border and labeled '作成中' (In Progress)), and '署名' (Signature). The main content area is titled '議事録の作成' (Create Minutes) and contains a sub-section 'PDFをアップロードして作成' (Create by Uploading PDF). It features a large green-bordered box for file upload with the text 'ファイルをドラッグ&ドロップ (1ファイル20MBまで、1ファイルのみ .pdf)' and a 'ファイルを追加' (Add File) button. A green arrow points to this box from the text '⑨ Similar to the convocation notice, upload the created minutes PDF'. A green box at the top right of the main area says '議事録のアップロードを完了' (Upload of minutes completed).

⑨ Similar to the convocation notice, upload the created minutes PDF

Flow of “Add past meetings” (7/8)

Preview the uploaded minutes PDF and complete the process.

Similar to convocation notices, you will not be able to re-upload once you move on to the next phase.



⑩ Check the preview and if there are no problems, click "Complete Uploading Minutes"

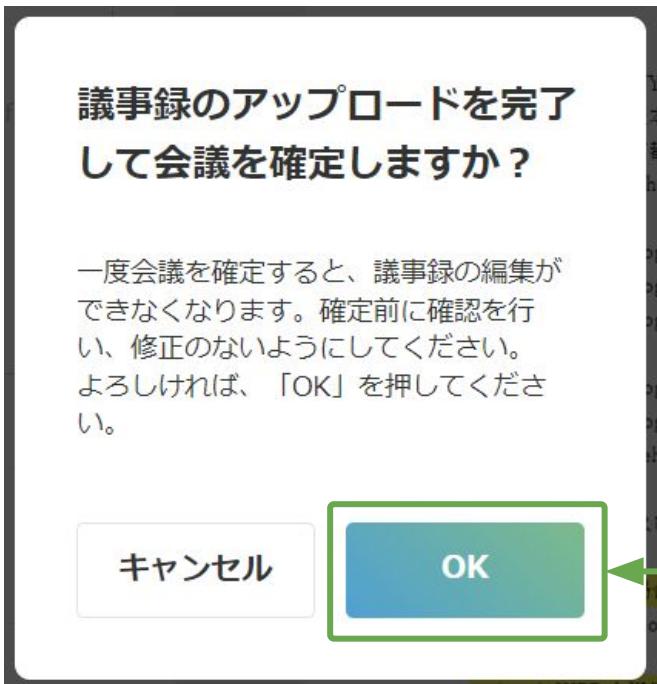
You can delete the uploaded PDF by clicking "x" and re-upload it.
Please note that once you proceed to the next phase (confirmation), you will not be able to delete it.

取締役会議事録
開催日時 YYYY 年 MM 月 DD 日 hh 時 mm 分～hh 時 mm 分
開催場所 当社本店会議室
東京都○○区○○町○○番○号 hogehoge ビル○階
出席者 代表取締役 hogehoge (議長兼議事録作成者)
取締役 hogehoge
hogehoge
hogehoge
hogehoge
監査役 hogehoge
hogehoge
hogehoge
欠席者 取締役 hogehoge
議事の経過の要領及びその結果
全員リアル出席の場合
定刻、代表取締役 hogehoge は定款の定めにより議長となり、開会を直した。

Flow of “Add past meetings” (8/8)

Once all uploads and contents have been confirmed, proceed to the confirmation process.

Once a meeting has been confirmed, it will no longer be possible to modify it. In addition to the contents of the minutes, please double check that you have not forgotten to submit any "meeting materials."



⑪ Finally, a confirmation pop-up screen will be displayed, so if there are no problems, click “OK” to confirm. Click Cancel to re-upload the minutes.

"Add past meeting" _ Status display after completion

The status display for "Add past meeting" is as follows.

The upper row is when the convocation notice is omitted, and the lower row is when the convocation notice is also uploaded.

Please note that "User meeting viewing settings" are required to allow executives to view past meetings.
For instructions on granting viewing rights to users, please see here.

	No.	会議名称	ステータス	開催概要	招集通知（送付日）	議事録（開催日）	電子署名
<input type="checkbox"/>	5	2019年12月 臨時取締役会	会議確定済み	2022-03-05		過去分アップロード済み	
<input type="checkbox"/>	6	2019年12月 定時取締役会	会議確定済み	2022-03-05	過去分アップロード済み	過去分アップロード済み	

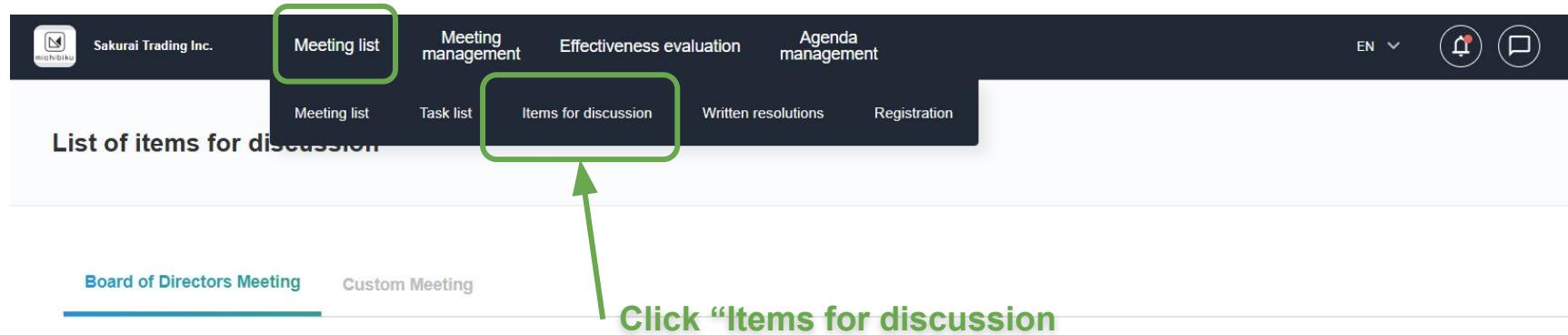
List of agenda items

Items for discussion

This chapter explains the flow of viewing and downloading the Items for discussion.

How to check “Items for discussion” (1/2)

From "Items for discussion" on the menu bar, you will be redirected to the Agenda List screen.



How to check “Items for discussion” (2/2)

After the transition, a list of items for discussion will be displayed in table format.

List of items for discussion

No.	Meeting name	Item	Subject	Contents	Agenda documents	Event type	Date
1	Regular Board of Directors Meeting	Report Items				Regular	2025/03/13
2	Management Meeting	Report Items	Regarding the progress status of the XXth medium-term management plan	As designated by the chairman, Director ○○○○ has reported on the progress of the 0th medium-term management plan using attached materials. The outline is...(The following is omitted)		Regular	2024/12/27
3	Management Meeting	Resolutions	Implementation of year-end dividend for the 0th period	Regarding the year-end dividend for the 0th fiscal year, the Chairman has informed that, taking into account the expected performance for the full year, the shareholders listed or recorded in the final shareholder register as of MM/DD, YYYY, based on the provisions of Article 0 of the Company's Articles of Incorporation. Or, an explanation was given to registered stock pledges that they would like to pay year-end dividends as follows. At the same time, it was explained that this could be implemented within the limit of the distributable amount stipulated in Article 461 of the Companies Act. When the chairperson asked the floor for approval or disapproval, the bill was unanimously approved as originally proposed.		Regular	2024/12/27

Click "Download list in Excel" to download the list of agenda items in Excel format.

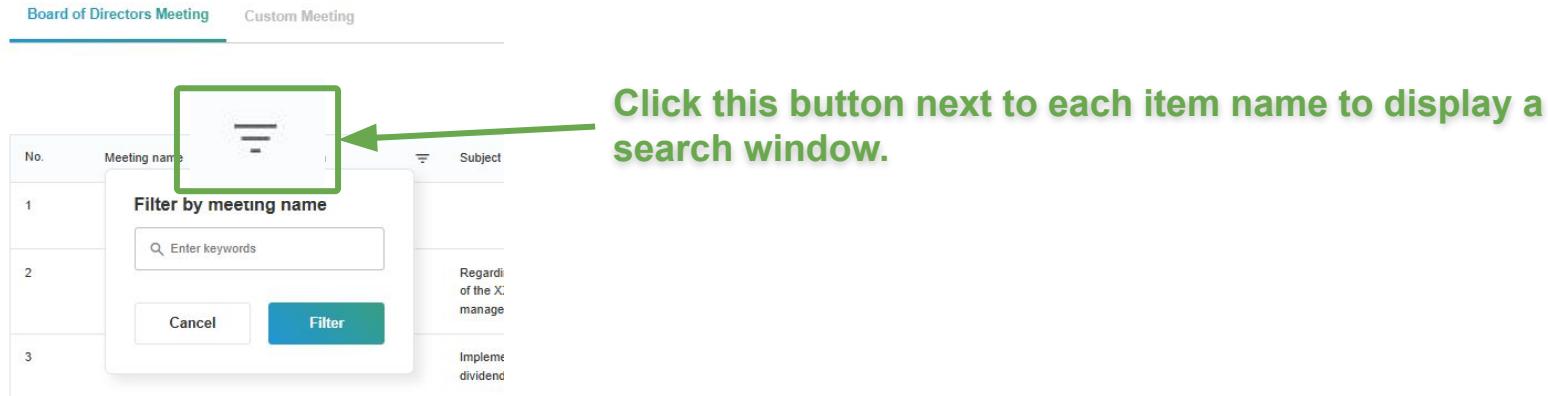
Download lists in Excel

続きを読む ▾

If there are many characters, they are hidden, so Click "Read more" to expand

How to filter agenda items

It is possible to narrow down the agenda items.



Board of Directors Meeting Custom Meeting

No. Meeting name Subject

1 Filter by meeting name

2 Enter keywords

3

Cancel Filter

Regarding the X: manage

Implement dividend

Click this button next to each item name to display a search window.

various functions

Meeting materials related

Linking agenda items and materials

This chapter explains how to link agenda items and materials.

Linking agenda items and materials (1/3)

You can link agenda items and materials on the meeting materials screen.
Click "..." and click "Link with agenda item".

		選択したファイルを議事事項と紐付ける	選択したファイルをダウンロード		
<input type="checkbox"/>	ファイル名	ステータス	議事項目	ファイルサイズ	
<input type="checkbox"/>	添付資料サンプル①.pdf	アップロード済み		501.4KB	...
<input type="checkbox"/>	添付資料サンプル②.pdf	アップロード済み		8.6MB	ファイルをダウンロード ファイルを削除 ファイルを表示 ファイルの制限の変更 議事項目との紐付け
<input type="checkbox"/>	添付資料サンプル③.pdf	アップロード済み		2.9MB	...
<input type="checkbox"/>	添付資料サンプル④.xlsx	アップロード済み		11.9KB	...
<input type="checkbox"/>	添付資料サンプル⑤.zip	アップロード済み		42.3KB	...

Click "Link with agenda item".

Linking agenda items and materials (2/3)

A list of agenda items will be displayed, so check the agenda item that you want to link to the document and click the "Change" button.

議事項目との紐付け

添付資料サンプル①.pdf

- 【報告事項】 2023年5月度月次決算報告の件
- 【報告事項】 業務執行状況報告の件
- 【決議事項】 資金調達（銀行融資）の件
- 【決議事項】 3カ年事業計画（中期経営計画）承認の件

I want to link it to a proposal
Check the agenda items.

キャンセル

変更

After checking,
Click Change.

Linking agenda items and materials (3/3)

The changes will be reflected.

<input type="checkbox"/> 選択したファイルを議事事項と紐付ける					
<input type="checkbox"/> ファイル名	ステータス	議事項目	ファイルサイズ		
<input type="checkbox"/>  添付資料サンプル①.pdf	アップロード済み	【報告事項】2023年5月度月次決算報告の件	501.4KB	...	
<input type="checkbox"/>  添付資料サンプル②.pdf	アップロード済み		8.6MB	...	
<input type="checkbox"/>  添付資料サンプル③.pdf	アップロード済み		2.9MB	...	
<input type="checkbox"/>  添付資料サンプル④.xlsx	アップロード済み		11.9KB	...	
<input type="checkbox"/>  添付資料サンプル⑤.zip	アップロード済み		42.3KB	...	

When setting binding all at once (1/3)

If you want to link all documents at once, check the checkbox next to the document name. Then, click the "Associate selected files with agenda items" button.

After checking, click "Associate selected files with agenda items".

<input type="checkbox"/>	ファイル名	ステータス	議事項目	ファイルサイズ	
<input type="checkbox"/>	添付資料サンプル①.pdf	アップロード済み	【報告事項】2023年5月度月次決算報告の件	501.4KB	...
<input checked="" type="checkbox"/>	添付資料サンプル②.pdf	アップロード済み		8.6MB	...
<input checked="" type="checkbox"/>	添付資料サンプル③.pdf	アップロード済み		2.9MB	...
<input type="checkbox"/>	添付資料サンプル④.xlsx	アップロード済み		11.9KB	...
<input type="checkbox"/>	添付資料サンプル⑤.zip	アップロード済み		42.3KB	...

選択したファイルを議事項目と紐付ける

選択したファイルをダウンロード

Check the checkbox next to the document name.

When setting binding all at once (2/3)

A list of agenda items will be displayed, so check the agenda item that you want to link to the document and click the "Change" button.



When setting binding all at once (3/3)

The changes will be reflected.

<input type="checkbox"/> 選択したファイルを議事事項と紐付ける					
<input type="checkbox"/> 選択したファイルをダウンロード					
ファイル名	ステータス	議事項目	ファイルサイズ	操作	操作
<input type="checkbox"/> 添付資料サンプル①.pdf	アップロード済み	【報告事項】2023年5月度月次決算報告の件	501.4KB	...	
<input type="checkbox"/> 添付資料サンプル②.pdf	アップロード済み	【報告事項】業務執行状況報告の件	8.6MB	...	
<input type="checkbox"/> 添付資料サンプル③.pdf	アップロード済み	【報告事項】業務執行状況報告の件	2.9MB	...	
<input type="checkbox"/> 添付資料サンプル④.xlsx	アップロード済み		11.9KB	...	
<input type="checkbox"/> 添付資料サンプル⑤.zip	アップロード済み		42.3KB	...	

User screen

The following is displayed on the user's screen (executive's side).

□	ファイル名	ステータス	議事項目	ファイルサイズ	...
□	添付資料サンプル①.pdf	未開封	アップロード済み 【報告事項】2023年5月度月次決算報告の件	501.4KB	...
□	添付資料サンプル②.pdf	未開封	アップロード済み 【報告事項】業務執行状況報告の件	8.6MB	...
□	添付資料サンプル③.pdf	未開封	アップロード済み 【報告事項】業務執行状況報告の件	2.9MB	...
□	添付資料サンプル④.xlsx	未開封	アップロード済み 【決議事項】資金調達（銀行融資）の件	11.9KB	...
□	添付資料サンプル⑤.zip	未開封	アップロード済み 【決議事項】3カ年事業計画（中期経営計画）承認の件	42.3KB	...

Various template functions related

Customize convocation notice templates

This chapter explains how to customize convocation notification templates.

Customizing the convocation notice template (1/6)

You can customize and use the convocation notice template.

If you use a template, the next default setting will be to use the template.

Currently, you can create up to one template. This will be handled only by the Board of Directors.

2023年4月22日

宛先

役員各位

編集

東京都渋谷区神宮前六丁目23番4号 先野ビル2F
テスト株式会社
役職氏名

タイトル

定期取締役会 招集通知

編集

挨拶

拝啓 時下ますますご清栄のことお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席くださいますようご通知申し上げます。

編集

締め

敬具

編集

記す

記

編集

1. 日時 2023年4月22日(土曜日) 9時35分～
2. 場所 本店会議室
(WEB会議URL : <http://template.sample.url>)
3. 目的事項
報告事項
第一号 議案
第二号 議案
決議事項
第一号 議案
第二号 議案
協議事項
第一号 議案
第二号 議案

末尾

編集

以上

Customizing the convocation notice template (2/6)

Customize the convocation notification template from "Custom Template" in the settings menu.



Expand the settings menu and click "Custom Templates"

Customizing the convocation notice template (3/6)

When the "Custom Template" screen is displayed, select "Convocation Notice" and click "Create New".

You can create up to one template.



Customizing the convocation notice template (4/6)

You can also edit the template from the convocation notification editing screen. Edited templates are applied immediately.



Customizing convocation notification template (5/6)

On the template editing screen, click "Edit" for each editing item.

After editing or changing the settings on the editing screen, click "Confirm" to save.

2023年4月22日

① 編集 ① Address: Edit the address for the convocation notice.

東京都渋谷区神宮前六丁目23番4号 桑野ビル2F
アスト株式会社
役職 氏名

② 編集 ② Title: Edit the title of the convocation notice.

定期取締役会 招集通知

③ 編集 ③ Greeting text: Edit the greeting text.

拝啓 時下ますますご清栄のこととお慶び申し上げます。
さて、下記のとおり取締役会を開催いたしますので、ご出席くださいますよう通知申し上げます。

④ 編集 ④ “Conclusion” of the greeting: Edit the “conclusion” of the greeting. It will be right aligned. Select whether to display “note” or not.

記

1. 日時 2023年4月22日(土曜日) 9時35分～
2. 場所 本店会議室
(WEB会議URL: <http://template.sample.url>)
3. 目的事項
報告事項
第一号 議案
第二号 議案
決議事項
第一号 議案
第二号 議案
協議事項
第一号 議案
第二号 議案

⑥ 編集 ⑥ Ending: Select whether to display the ending sentence or not. If you want to display it, edit the text.

以上

Customizing convocation notice template (6/6)

Once you have finished editing, click the "Save" button to save the template.

If you transition from the convocation notification editing screen to the template editing screen and edit, the changes will be reflected immediately.



When you have finished editing, click the "Save" button.

募集通知テンプレートのカスタマイズの補足

作成したテンプレートの編集は、「カスタムテンプレート」画面か、募集通知編集画面の「テンプレート」より行います。

The image shows two screenshots of a software interface for managing recruitment notices. The left screenshot shows the 'Custom Template' screen with a 'New Creation' button and a 'Recruitment Notice' tab highlighted. The right screenshot shows the 'Recruitment Notice Edit' screen with a 'Template' section containing two radio buttons: 'Setting not set' (selected) and 'Recruitment Notice'. A 'Save Draft' button and a 'Recipient Selection' button are also visible.

テクノロジーズ

新規開催 会議一覧 付議事項一覧 実効性評価 書面決議

下書き保存 送信先の選択へ

カスタムテンプレート 新規作成

取締役会

議事録 招集通知

テンプレート名

募集通知

テンプレート

設定なし

招集通知

編集画面へ

カスタムテンプレートを適用しない場合

カスタムテンプレートを適用しない場合は、募集通知編集画面の「テンプレート」メニューより、「設定なし」を選択する必要があります。



作成したカスタムテンプレートを適用しない場合は、「設定なし」を選択します。

Customize meeting minutes templates

This chapter explains how to customize meeting minutes templates.

Customizing the minutes template (1/6)

You can customize and use the meeting minutes template.

If you use a template, the next default setting will be to use the template.

*Currently, you can create up to one template. This is common to all meetings to which the template is applied, so we recommend that you avoid using expressions that would become individual names, such as "XXth Board of Directors Meeting."



The screenshot shows a configuration page for a meeting minutes template. The page is titled '取締役会議事録' (Board of Directors Meeting Minutes). It includes sections for '開催日時' (Date and Time), '開催場所' (Venue), '出席者' (Attendees), '欠席者' (Absentees), '開催要領' (Meeting Minutes), '開催要領内容' (Content of the Minutes), and 'リモート参加者' (Remote Participants). Each section has a '編集' (Edit) button. The '出席者' section lists '役員 姓名 (議長兼議事録作成者)' (Executive Officer Name (Chairperson and Minutes Recorder)). The '欠席者' section lists '欠席者 役員 姓名 役員 姓名'. The '開催要領' section contains the text: '定則、役員 姓名は定款の定めにより議長となり、電磁的方法により、出席者の音声が同時に他の出席者に伝わり、出席者が一堂に会するのと同様に適時的確な意見表明がなにができる状態となっていることを確認の後、取締役会の開会を宣し、以下の議題に入った。' The 'リモート参加者' section lists 'Web会議システムでの出席者は以下の通りである。 役員 姓名'. The '報告事項' section contains the text: '1. YYYY年MM月における業務執行状況報告の件' and '議長の指名により、取締役〇〇〇〇、取締役〇〇〇〇、取締役〇〇〇〇から、各事業部門におけるYYYY年MM月の業務執行状況について、別紙の資料により報告がなされた。その概要は・・・・(以下略)'.

Customizing the minutes template (2/6)

Customize the minutes template from "Custom Template" in the settings menu.



Expand the settings menu and click "Custom Templates"

Customizing the minutes template (3/6)

When the "Custom Template" screen appears, click "Create New".
You can create up to one template.



Customizing the minutes template (4/6)

You can also edit the template from the minutes editing screen.
Edited templates are applied immediately.



Click this icon on the minutes editing screen.

The "Template" menu will be displayed, so click "Go to template creation screen".

Customizing the minutes template (5/6)

On the template editing screen, click "Edit" for each editing item.

After editing or changing the settings on the editing screen, click "Confirm" to save.

タイトル		取締役会議事録	編集
開催日時	2023年3月25日(土曜日)14時48分～15時48分		
開催場所	本店会議室 東京都渋谷区		
出席者	役職: 姓名 (議長兼議事録作成者)		
欠席者	役職: 姓名		
開催目的	議事の経過の要領及びその結果		
開催項目内容	定期、役職姓名は定款の定めにより議長となり、電磁的方式により、出席者の音声を同時に他の出席者に伝わり、出席者が一堂に会するのと同様に適時的な意見表明が互いにできる状態となっていることを確認の後、取締役会を開会を宣言し、以下の議事に入った。		
リモート参加者	Web会議システムでの出席者は以下の通りである。		
	役職: 姓名		
報事事項	1. YYYY%MM月における業務執行状況報告の件		
	該部門の名前により、取締役〇〇〇〇〇、取締役〇〇〇〇〇、取締役〇〇〇〇〇かん、各事業部門における YYYY%MM月の業務執行状況について、別紙の資料により報告がなされた。その概要は・・・・(以下略)		
主題①	以上をもって本取締役会の議事は終了したので、議長は閉会を宣し、散会した。本件のWeb会議システムを用いた取締役会は、終始異様なく議題の審議を終了した。		
主題②	以上、議事の経過及び結果を明確にするため、この議事録は電磁的記録又は書面をもって作成し、議長並びに出席取締役はこれに電子署名又は記名押印する。		
2023年3月25日			
ネクスト株式会社取締役会			

① Title: Edit the title of the minutes.

② **Absentee:** You can choose whether to "display" or "not display" absentee

Opening of the meeting: Edit the opening title of the progress of the

Proceedings content: Edit the main text of the proceedings. The title and name of the chairperson will not be automatically reflected, so they must be

⑤ **Remote participants:** You can select whether to "display" or "not display" remote participants. You can also edit the text.

⑥Final 1: Edit the closing text.

⑦ End 2: Edit the recorded text.

Customizing the minutes template (6/6)

Once you have finished editing, click the "Save" button to save the template.

If you transition from the minutes edit screen to the template edit screen and edit, the changes will be reflected immediately.



Once you have finished editing, click the "Save" button to save the template.

If you transition from the minutes edit screen to the template edit screen and edit, the changes will be reflected immediately.

保存

When you have finished editing, click the "Save" button.

議事録テンプレート

タイトル

取締役会議事録

編集

開催日時 2023年3月25日(土曜日) 16時57分～17時57分

開催場所 本店会議室
東京都渋谷区

出席者 役職 姓名 (議長兼議事録作成者)

Supplementary notes on customizing the meeting minutes template

Edit the created template from the "Custom Template" screen or "Template" on the minutes editing screen.

The image shows two screenshots of a software interface for managing meeting minutes templates.

Left Screenshot: Custom Template Screen

- Header: テスト株式会社
- Navigation: 新規開催, 会議一覧, 付議事項一覧, 実効性評価, 書面決議
- Buttons: リスト表示, 新規作成
- Text: カスタムテンプレート

Right Screenshot: Template Selection Screen

- Buttons: 下書き保存, 送信先の選択へ
- Section: テンプレート
- Options: 設定なし, 議事録
- Buttons: 編集画面へ

When not applying a custom template

If you do not want to apply a custom template, you must select "No settings" from the "Template" menu on the minutes editing screen.



If you do not want to apply the custom template you created, select "No settings".

Bill template registration (favorite bill registration)

This chapter explains how to newly register frequently used proposals as templates.

Registration of favorite proposals (1/5)

With the "Favorite proposal registration" function, you can register any proposal and call it up on the convocation notice creation screen.
Set from "Proposal Template" in the meeting settings.



設定メニュー

アカウント設定

アカウント情報

セキュリティ設定

会社・メンバー設定

会社情報

メンバー管理

権限管理

役職管理

ユーザー会議間覧設定

IPアドレス管理

会議設定

会議設定

カスタム会議管理

議案テンプレート

議案のテンプレートの編集を行います。

カスタムテンプレート

カスタム会議管理

カスタムテンプレート

カスタム通知・議事録テンプレート

書式設定

書式設定

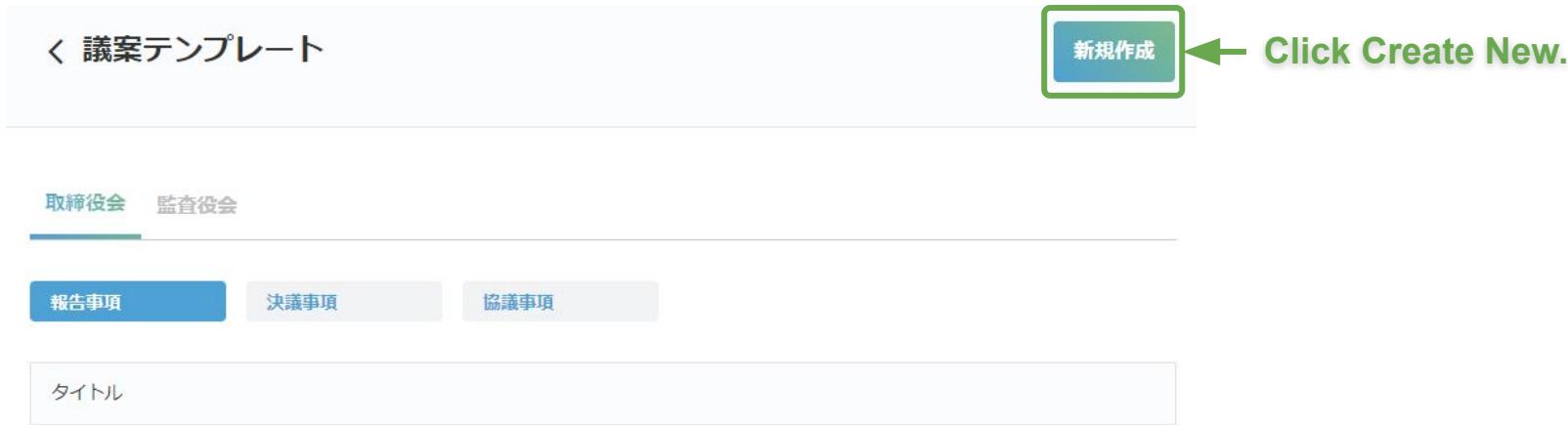
招集通知・議事録の書式設定を行います。

書式設定

Click "Proposal Template".

Registration of favorite proposals (2/5)

When the "Proposal Template" screen is displayed, click the "Create New" button.



Registration of favorite proposals (3/5)

After entering all the input items, click the "Save" button.

The “title” will be the registered name and will also be displayed on the convocation notice creation screen.

〈 議案テンプレート作成

タイトル*

会議体*

目的事項*

招集通知件名*

議事録内容*



Once you have entered all the information, click "Save".

Enter a “title” for management.
This is the registered name when creating
the convocation notice.
Select the conference body to apply.

Select the type of objective.

Enter the subject of the proposal.

Enter the text of the proposal.

Registration of favorite proposals (4/5)

Once you have finished entering the information, it will be displayed on the "Proposal Template" screen.

To edit, click the "Title" name (blue text).

Once you have finished entering the information, it will be displayed on the "Proposal Template" screen.

To edit, click the "Title" name (blue text).

取締役会 監査役会

報告事項 決議事項 協議事項

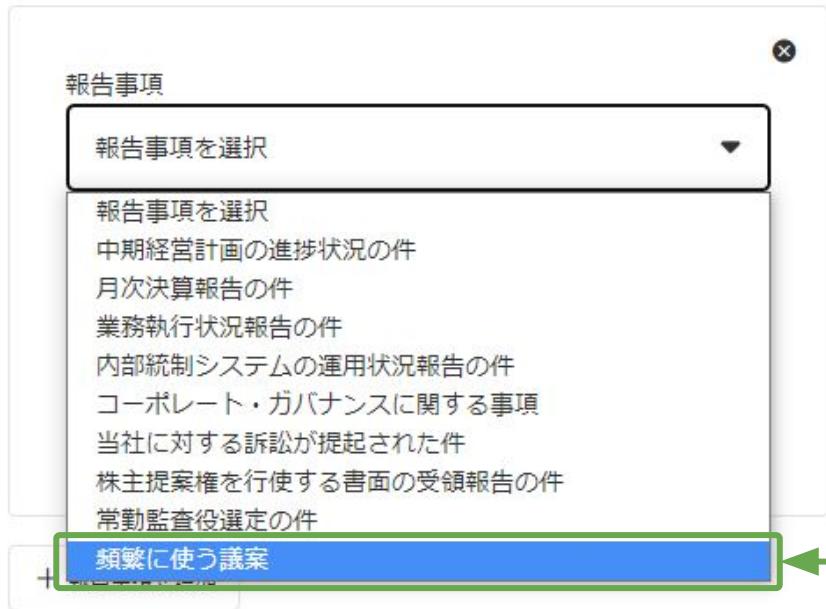
タイトル

頻繁に使う議案

Click here to make edits.

Registration of favorite proposals (5/5)

The registered proposals can be selected on the convocation notice creation screen. Also, on the minutes creation screen, the text registered in the purpose text will be reflected.



This can be selected on the convocation notice creation screen.

Customize email templates

This chapter explains the email template customization features.

Customizing email templates (1/6)

The "Email Template Customization" function allows you to edit and register email templates sent from the system.
Set from "Email template" in conference settings.

アカウント情報

アカウント設定

アカウント情報

セキュリティ設定

会社・メンバー設定

会社情報

メンバー管理

権限管理

役職管理

ユーザー会議閲覧設定

IPアドレス管理

会議設定

会議設定

議事収集通知設定

カスタム会議管理

議事テンプレート

カスタムテンプレート

書式設定

議事収集通知

メールテンプレート

Click Email Template.

Customizing email templates (2/6)

The "Email Template" screen will be displayed.

＜メールテンプレート

全会議共通　書面議決　登記　実行性評価アンケート　スケジュール　課題管理　議室収集　登録/招待/その他

メールの種類	件名	説明
招集通知送付	%%COMPANY_NAME%% %%MEETING_TYPE%%招集通知を送付いたします	招集通知作成後の確認依頼メール
議事録送付	%%COMPANY_NAME%% %%MEETING_TYPE%%議事録を送付いたします	議事録作成後の確認依頼メール
電子署名依頼	【重要】%%COMPANY_NAME%% %%MEETING_NAME%%議事録への署名依頼が届いております	電子署名の確認依頼メール
議事録送付後のリセット	【michibiku】確認中の議事録が修正中に変更されました	議事録が修正された時に再度確認を依頼するメール
添付資料の追加	【michibiku】%%COMPANY_NAME%%の会議資料が追加されました	添付資料追加後の通知メール
添付資料の削除	【michibiku】%%COMPANY_NAME%%の会議資料が削除されました	添付資料削除後の通知メール
電子署名の事務局向けリマインド	【重要】%%COMPANY_NAME%% %%MEETING_NAME%%未対応の電子署名が残っています	事務局への電子署名未確認のリマインド
招集通知メンバー完リマインド送付	%%COMPANY_NAME%% 未確認の招集通知がございます	招集通知が未確認の参加メンバーへのリマインド
議事録メンバー完リマインド送付	【重要】%%COMPANY_NAME%% 未確認の議事録がございます	議事録が未確認の参加メンバーへのリマインド
電子署名メンバー完リマインド送付	【重要】%%COMPANY_NAME%% 未対応の電子署名がございます	電子署名が未確認の参加メンバーへのリマインド

Customizing email templates (3/6)

If you want to edit an email template, click the "Email type" (blue text) that you want to edit.

く メールテンプレート

全会議共通 書面決議 登記 実行性評価アンケート スケジュール 課題管理 議案収集 登録/招待/その他

メールの種類	件名	説明
募集通知送付	【%COMPANY_NAME%】%MEETING_TYPE%募集通知を送付いたします	募集通知送付
議事録送付	【%COMPANY_NAME%】%MEETING_TYPE%議事録を送付いたします	議事録送付
電子署名依頼	【重要】%COMPANY_NAME%】%MEETING_NAME%議事録への署名依頼が届いております	電子署名依頼
議事録送付後のリセット	【michibiku】確認中の議事録が修正中に変更されました	議事録が修正された時に再度確認を依頼するメール
添付資料の追加	【michibiku】%COMPANY_NAME%の会議資料が追加されました	添付資料追加後の通知メール
添付資料の削除	【michibiku】%COMPANY_NAME%の会議資料が削除されました	添付資料削除後の通知メール
電子署名の事務局向けリマインド	【重要】%COMPANY_NAME%】%MEETING_NAME%未対応の電子署名が残っています	事務局への電子署名未確認のリマインド
募集通知メンバー宛リマインド送付	【%COMPANY_NAME%】未確認の募集通知がございます	募集通知が未確認の参加メンバーへのリマインド
議事録メンバー宛リマインド送付	【重要】%COMPANY_NAME%】未確認の議事録がございます	議事録が未確認の参加メンバーへのリマインド
電子署名メンバー宛リマインド送付	【重要】%COMPANY_NAME%】未対応の電子署名がございます	電子署名が未確認の参加メンバーへのリマインド

Click "Email type" (blue text).

Customizing email templates (4/6)

The default setting is "Initial Settings". Click Custom to make your edits.

If you want to return from "Custom" to "Initial Settings", select "Save" in "Initial Settings".

＜ メールテンプレート

テンプレート
 初期設定

カスタム

Click Custom.

件名

%%COMPANY_NAME%% %%MEETING_TYPE%%招集通知を送付いたします

本文

役員各位

お疲れ様です。

%%POSITION_NAME%%の%%FULL_NAME%%でございます。

表題の通り、%%MEETING_TYPE%%を開催いたしますので招集通知を送付いたします。

次のリンクよりmichibikuにログインし、内容をご確認の上、ご出席ください。

%%URL%%

Customizing email templates (5/6)

Edit "Subject" and "Body" to any text.

Please note that the part surrounded by %% will be converted to each user's data (company name, title, etc.) when sent, so please be careful not to edit it. Emails will not be displayed correctly.



テンプレート

初期設定 カスタム

件名*

%%COMPANY_NAME%% %%MEETING_TYPE%%招集通知を送付いたします

本文*

役員各位
お疲れ様です。
%%POSITION_NAME%%の%%FULL_NAME%%でございます。
表題の通り、%%MEETING_TYPE%%を開催いたしますので招集通知を送付いたします。
次のリンクよりmichibikuにログインし、内容をご確認の上、ご出席ください。
%%URL%%

※ %%で囲まれた部分は送信時に各ユーザーデータに変換されるため、編集しないでください。



Edit the "Subject" and "Body".

***Please do not edit the part surrounded by %% as it will be converted to each user's data when sending.**

Customizing email templates (6/6)

You can edit email templates for other functions by selecting other tabs.

メールの種類	件名	説明
書面決議提案書・同意書の回覧送付	%%COMPANY_NAME%% %%MEETING_TYPE%%の書面決議にかかる提案書・同意書を送付いたします	提案書・同意書の確認依頼メール
書面決議提案書・同意書のリマインド送付	【重要】%%COMPANY_NAME%% 未確認の%%MEETING_TYPE%%の書面決議にかかる提案書・同意書がございます	提案書・同意書が未確認の参加メンバーへのリマインド
書面決議提案書の修正を行った時の連絡	%%COMPANY_NAME%% 取締役会の書面決議にかかる提案書の差し替えを行いました	提案書修正後の再確認依頼メール
書面決議同意書の修正も行った時の連絡	%%COMPANY_NAME%% 取締役会の書面決議にかかる提案書・同意書の差し替えを行いました	提案書修正後の再確認と電子署名の依頼メール
書面決議議事録の回覧送付	%%COMPANY_NAME%% %%MEETING_TYPE%%の書面決議にかかる議事録を送付いたします	議事録の確認依頼メール

Bill number setting

This chapter explains the bill number setting function.
You can set automatic numbering for the purpose of convocation notices and minutes.

About automatic numbering settings (1/3)

Automatic numbering settings can be made from "Meeting Settings" in the "Settings Menu".



Expand the settings menu and click "Conference Settings"

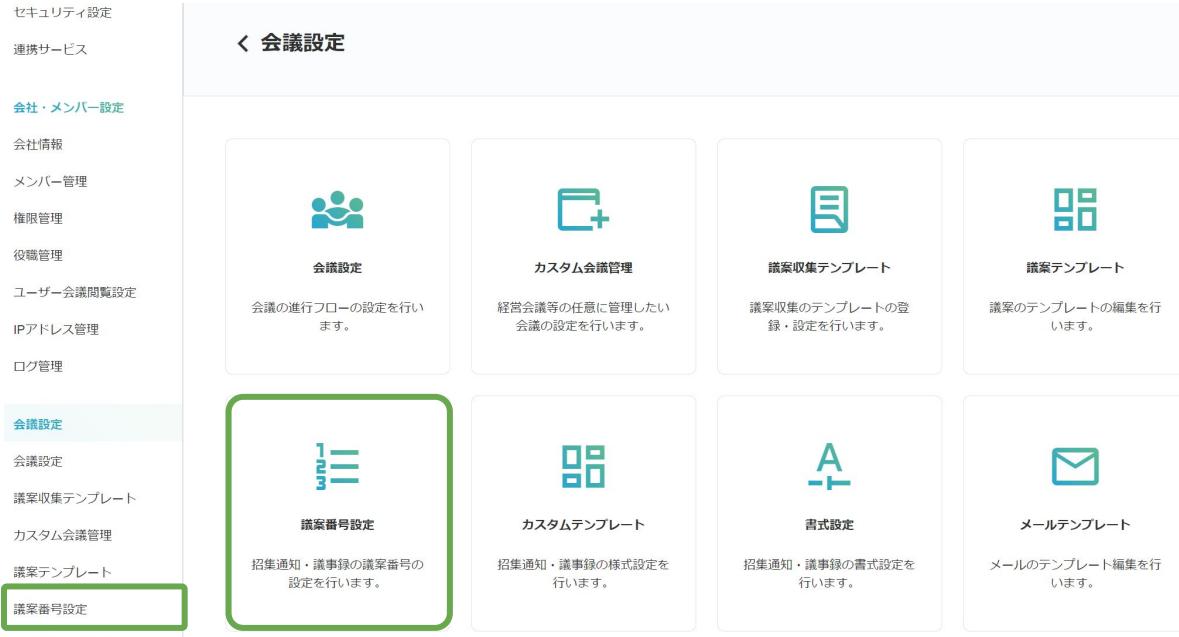
About automatic numbering settings (2/3)

When the “Meeting Settings” screen is displayed, click “Proposal Number Settings” on the top of the screen or in the left menu.

セキュリティ設定
連携サービス
会社・メンバー設定
会社情報
メンバー管理
権限管理
役職管理
ユーザー会議管理設定
IPアドレス管理
ログ管理

会議設定

会議設定
議案番号設定
カスタム会議管理
議案収集テンプレート
議案テンプレート
議案番号設定
カスタムテンプレート
書式設定
メールテンプレート



The screenshot shows the 'Meeting Settings' screen with a sidebar on the left containing a list of settings. The 'Proposal Number Settings' option is highlighted with a green box. The main area displays eight cards, each representing a different setting. The 'Proposal Number Settings' card is highlighted with a green border. The other cards are: 'Meeting Settings' (icon of people), 'Custom Meeting Management' (icon of a document with a plus sign), 'Proposal Collection Template' (icon of a document with a magnifying glass), 'Proposal Template' (icon of a document with a list), 'Proposal Number Settings' (icon of a document with a list, highlighted with a green border), 'Custom Template' (icon of a document with a list), 'Format Settings' (icon of a document with a list), and 'Email Template' (icon of an envelope).

About automatic numbering settings (3/3)

The “Proposal number setting” screen will be displayed.



＼ 議案番号設定 保存

取締役会 監査役会 経営会議 諮問委員会 株主総会（通常） リスク・コンプライアンス委員会 株主総会（書面）

募集通知と議事録の議案番号設定

自動採番する 自動採番しない

When not automatically numbering

If you want to manually assign numbers without automatically assigning numbers, check "Do not automatically assign numbers" and "Save".

In this case, the numbering entered in the title of the agenda linked to the list of agenda items will be reflected.

⟨ 議案番号設定

保存

取締役会

監査役会

経営会議

諮問委員会

株主総会（通常）

リスク・コンプライアンス委員会

株主総会（書面）

招集通知と議事録の議案番号設定

自動採番する

自動採番しない

When automatically assigning numbers (1/3)

If you want to automatically assign numbers, check "Automatically assign numbers" and "Save".

In this case, please note that the number automatically entered in the title of the agenda linked to the list of agenda items will not be reflected.

⟨ 議案番号設定

保存

取締役会

監査役会

経営会議

諮問委員会

株主総会（通常）

リスク・コンプライアンス委員会

株主総会（書面）

招集通知と議事録の議案番号設定

自動採番する

自動採番しない

Regarding the purpose of automatic numbering (2/3)

Automatic numbering covers three objectives: "report matters," "resolution matters," and "discussion matters."

報告事項

固定書式
報告事項%%number%%

※ 固定書式の%%number%%には、数字形式の設定が入ります。

数字形式
1.2.3 (半角数字)

プレビュー：報告事項1

決議事項

固定書式
決議事項%%number%%

※ 固定書式の%%number%%には、数字形式の設定が入ります。

数字形式
1.2.3 (半角数字)

プレビュー：決議事項1

協議事項

固定書式
協議事項%%number%%

※ 固定書式の%%number%%には、数字形式の設定が入ります。

数字形式
1.2.3 (半角数字)

プレビュー：協議事項1

Automatic numbering pattern (3/3)

You can choose from a total of 9 automatic numbering patterns: 3 fixed format patterns and 3 number format patterns.

固定書式

- 報告事項%%number%%
- 報告事項%%number%%**
- %%number%%
- 第%%number%%議案

数字形式

- 1,2,3 (半角数字)
- 1,2,3 (半角数字)**
- 1、2、3 (全角数字)
- ①、②、③ (丸数字)

Fixed format × number format

○○Item%%number%% × 1,2,3 (half-width
numbers)

:○○Item 1

○○Item%%number%% × 1, 2, 3 (full-width
numbers)

:○○Item①

○○Items%%number%% × ①, ②, ③ (circled
numbers)

: 1

%%number%% × 1,2,3 (half-width numbers)

: Motion No. 1

%%number%% × 1, 2, 3 (full-width numbers)

: Motion No. 1

%%number%% × ①, ②, ③ (circled numbers)

: Motion No. 1

No.%%number%% Proposal × 1,2,3 (half-width
numbers)

Automatic numbering settings for custom meetings

In addition to meetings of the Board of Directors, we also handle custom meetings in addition to the Board of Corporate Auditors/Audit and Supervisory Committee.

＜ 議案番号設定

保存

取締役会

監査役会

経営会議

諮問委員会

株主総会（通常）

リスク・コンプライアンス委員会

株主総会（書面）

招集通知と議事録の議案番号設定

自動採番する 自動採番しない

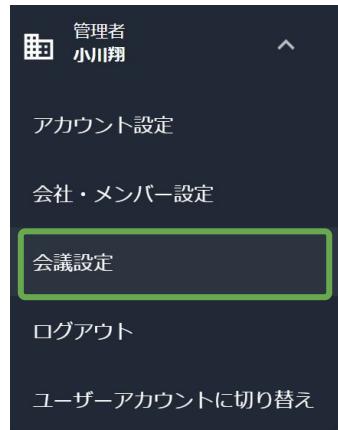
Addition of “objectives” other than reports, resolutions, and consultations

The default settings are only "Report matters", "Resolution matters", and "Discussion matters".

For example, you will be able to create and set ``objectives" such as deliberation items.

Addition of objective settings (1/2)

You can create objectives in addition to "report matters," "resolution matters," and "discussion matters." Select "Meeting Settings" > "Objective Settings" from the name menu bar on the top right of the screen.



The image shows the 'Meeting Settings' screen. On the left is a sidebar with 'アカウント情報' (Account Information) and '会議設定' (Meeting Settings) selected. The main area is titled 'く 会議設定' (Meeting Settings) and contains several sub-options: '会議設定' (Meeting Settings), 'カスタム会議管理' (Custom Meeting Management), '議案収集テンプレート' (Proposal Collection Template), '議案テンプレート' (Proposal Template), '議案番号設定' (Proposal Number Setting), and 'カスタムテンプレート' (Custom Template). Below these are '古式設定' (Traditional Style Setting), 'メールテンプレート' (Email Template), and '目的事項設定' (Objective Item Setting), which is highlighted with a green border. A large grey arrow points from the 'Meeting Settings' menu on the left to this screen.

Addition of objective settings (2/2)

After entering a name in "Name of purpose" and saving it, it will be available for selection in the convocation notice.

*Please note that once you have used the purpose, you will no longer be able to delete it.



取締役会 監査役会

目的事項の追加

一度使用した目的事項は、編集は可能ですが削除はできません。
ご注意ください。

目的事項の名称 *

審議事項

+ 目的事項を追加

Enter the name of the purpose



招集通知の作成

招集通知送付日
2025/01/27

報告事項の追加
+ 報告事項を追加

決議事項の追加
+ 決議事項を追加

協議事項の追加
+ 協議事項を追加

審議事項の追加
+ 審議事項を追加

Can be selected on the convocation notice creation screen

You can select it from "Insert agenda item" at the top right of the custom meeting convocation notice.



2025年1月28日
東京都中央区日本橋富沢町10-11
株式会社小川建設

招集通知

ます。
ご出席くださいますようご通知申し

敬具

以上

(Supplementary) Addition of agenda template for objectives

You can register frequently used proposal titles/minutes from Meeting Settings > "Proposal Template".



The screenshot shows the 'Proposal Template Edit' screen. It contains several input fields: ② 'タイトル' (Title) with the value 'M&A (合併・買収) や合併事業に関する承認'; ③ '会議体' (Meeting body) with the value '取締役会'; ④ '目的事項' (Purpose) with the value '審議事項'; ⑤ '招集通知件名' (Convocation notice name) with the value 'M&A (合併・買収) や合併事業に関する承認について'; and ⑥ '議事録内容' (Minutes content) which contains a list of items: '説明者: ○○取締役が以下の内容について説明を行った。', '内容:', '資料:', '質疑応答:', '質問:', '補足意見:', '決議:', '採決結果:', and '決議内容:'. A large grey arrow points down from the top screen to this one.

① Select “Create new” in the proposal template and enter each item below.

=====

- ② Title (free entry)
- ③ Meeting body (pull-down selection)
- ④ Purpose (select the purpose you created)
- ⑤ Convocation notice name (free entry)
- ⑥ Minutes content (free entry)

=====

⑦ Finally, select “Save”.

(Supplementary) Change of bill number for purpose matters

From Meeting Settings > "Proposal Number Settings",
You can change the fixed format/numeric format of bill numbers, such as "Proposal No. ①" and
"Agenda Item 1."



会議設定

会議設定

議案収集テンプレート

カスタム会議管理

議案テンプレート

議案番号設定

招集通知・議事録テンプレート

書式設定

メールテンプレート

目的事項設定

報告事項

固定書式
報告事項%%number%%

※ 固定書式の%%number%%には、数字形式の設定が入ります。

数字形式
1,2,3 (半角数字)

プレビュー：報告事項1

審議事項

固定書式
審議事項%%number%%

※ 固定書式の%%number%%には、数字形式の設定が入ります。

数字形式
1,2,3 (半角数字)

プレビュー：審議事項1

固定書式

審議事項%%number%%

第%%number%%号議案

審議事項%%number%%

%%number%%

数字形式

1,2,3 (半角数字)

1,2,3 (半角数字)

1、2、3 (全角数字)

①、②、③ (丸数字)

Supplements related to holding conferences

Supplement about editing convocation notices and minutes

This chapter provides additional information on editing convocation notices and minutes.

Changing the display order of officers in minutes

You can change the display order of officers whose minutes are displayed on the "Create a new meeting" screen. The operations will be performed on the first screen where the meeting was created, not on the minutes editing screen.

The order of entries in the "attendance", "absence" and "signature" columns of the minutes

	氏名	役職
<input checked="" type="checkbox"/>	中村竜典	代表取締役
<input checked="" type="checkbox"/>	渡部崇志	取締役
<input checked="" type="checkbox"/>	金杉優樹	取締役
<input checked="" type="checkbox"/>	林大介	取締役
<input checked="" type="checkbox"/>	監査太郎	監査役
<input checked="" type="checkbox"/>	監査次郎	監査役
<input checked="" type="checkbox"/>	監査三郎	監査役
<input checked="" type="checkbox"/>	執行花子	執行役員

**Hover your mouse cursor over the officer field
you want to change,
You can change the display order by dragging
and dropping.**



Change of chairperson

It is possible to change the chairperson. The "Attendance" and "Signature" columns of the minutes are subject to change.

On the "Create a new meeting" and "Create minutes" screens, there is an editing column for "Meeting chairperson".

By default, the representative director

会議の議長

議長*

中村竜典



You can change the chairperson by selecting the name in the "Meeting Chairperson" column from the pull-down menu.

Convocation notice correction function

This chapter explains the functions for editing convocation notices and event summaries.

Correction of convocation notice (1/2)

If you wish to modify the convocation notice, click the "Edit convocation notice" button on the convocation notice circulation status screen. If you have sent the minutes, you must first change the minutes back to Edit (Modify) status.

確認中の招集通知

役員各位

2023年2月23日

東京都 渋谷区 神宮前六丁目23番4号
テスト株式会社
代表取締役 中村竜典

定時取締役会 招集通知

拝啓 時下ますますご清栄のこととお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席ください
ますようご通知申し上げます。

招集通知を修正する

議事録を作成

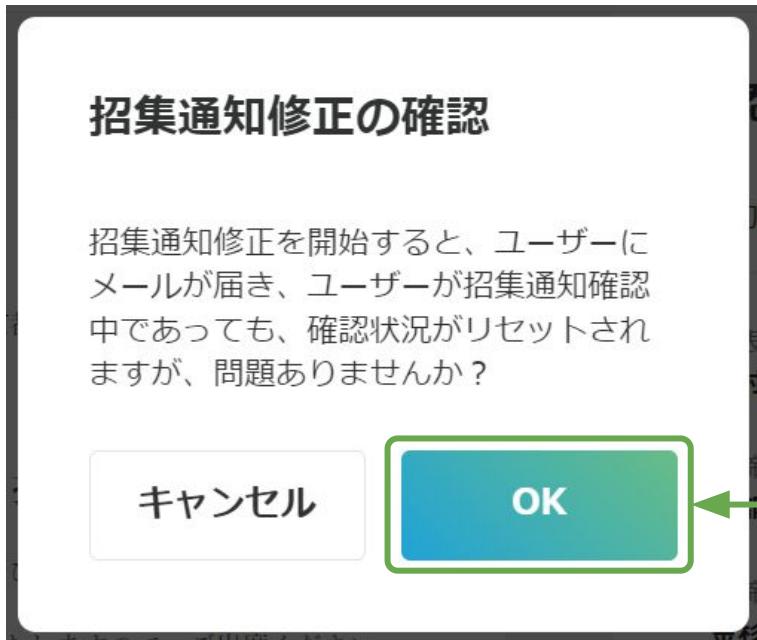
Click "Modify convocation notice."

確認状況

参加役員	招集通知
代表取締役（議長） 中村竜典	未開封
取締役COO 渡部崇志	未送信
取締役CTO 金杉優樹	未送信

Correction of convocation notice (2/2)

A confirmation pop-up will appear, so click the "OK" button.



Revised event outline (1/2)

If you wish to modify the event summary, click "Event Summary" from the left menu and do so on the "Create a new meeting" screen. If you have sent a convocation notice, you must first change it back to convocation notice editing (modification) status.



The screenshot shows the 'Create a new meeting' screen. On the left, a vertical menu is displayed with the following items:

- 会議資料
- 音声書き起こし
- 開催概要** (highlighted with a green box and an arrow)
- 招集通知 (status: 作成中)
- 議事録
- 署名

The main screen has the following sections:

- 新しい会議を作成** (Create a new meeting)
- 会議の種類** (Meeting Type):
 - 会議体: 取締役会
 - 取締役会の種類: 定時取締役会
- 会議の詳細** (Meeting Details):
 - 開催場所*: 本店会議室
 - 開催場所住所*: 東京都渋谷区神宮前六丁目23番4号 桑野ビル2F
 - Web会議URL: <https://us02web.zoom.us/j/1234567890?pwd=xxxxxx>
- 会議の名前** (Meeting Name): 2023年3月度定時取締役会

Click "Event Summary" on the left menu and make the necessary corrections on the "Create a new meeting" screen.

Revised event outline (2/2)

A confirmation pop-up will appear, so click the "OK" button.



Click "Save" or "Proceed to Create Convocation Notice".

Additional confirmation email sending function

This chapter explains the additional sending function for confirmation emails. This is a function that simulates a workflow, for example, after checking with the executive in charge of the management department, It is possible to send convocation notices to other officers.

Additional confirmation email sending function (1/3)

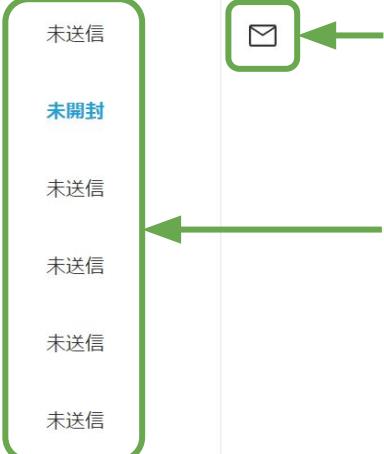
This is a function that simulates a workflow, for example, after checking with the executive in charge of the management department,
It is possible to send convocation notices to other officers.
It can be used to send convocation notices and minutes by email.

確認状況

参加役員	招集通知
代表取締役（議長） 中村竜典	 
取締役 渡部崇志	 
取締役 金杉優樹	未送信
取締役 林大介	未送信
取締役（監査等委員） 監査太郎	未送信
取締役（監査等委員） 監査次郎	未送信

To send an additional confirmation email, click the "✉" button on the right menu.

For users who have not yet sent the email, the status of the invitation notification will be "Unsent."



Additional confirmation email sending function (2/3)

An editing area similar to the email editing screen for convocation notices and minutes will be displayed, so edit the subject and body text as necessary.

招待通知確認メールを作成する

メール内容

件名* 株式会社TEST取締役会招集通知を送付いたします

本文* 役員名位 お疲れ様です。
取締役会運営事務局の中村竜典でございます。
表題の通り、取締役会を開催いたしますので招集通知を送付いたします。
次のリンクよりmichibikuにログインし、内容をご確認の上、ご出席ください。
※『%URL%』の部分は送信時に各ユーザーのアクセスURLに変換されるため、編集しないでください。

The email editing area will be displayed, so edit the subject and body.

募集先（メール送信先）一覧

	氏名	メールアドレス
<input type="checkbox"/>	代表取締役 中村竜典	ta.watanabe.0524+1001 b@gmail.com
<input type="checkbox"/>	取締役 渡部宗志	ta.watanabe.0524+1002 b@gmail.com

	氏名	メールアドレス
<input type="checkbox"/>	代表取締役 中村竜典	ta.watanabe.0524+1001 b@gmail.com
<input type="checkbox"/>	取締役 渡部宗志	ta.watanabe.0524+1002 b@gmail.com

Additional confirmation email sending function (3/3)

You can send additional confirmation emails by scrolling down, checking the boxes for the users you want to send additional emails to, and clicking the "Send confirmation request" button.

<input type="checkbox"/>	取締役（監査等委員） 監査太郎	ta.watanabe.0824+1005 b@gmail.com
<input type="checkbox"/>	取締役（監査等委員） 監査次郎	ta.watanabe.0824+1006 b@gmail.com
<input type="checkbox"/>	取締役（監査等委員） 監査三郎	ta.watanabe.0824+1007 @gmail.com
<input type="checkbox"/>	執行役員 執行花子	ta.watanabe.0824+1008 b@gmail.com
<input type="checkbox"/>	株主 株主史郎	ta.watanabe.0824+1009 @gmail.com
<input type="checkbox"/>	本部長 田中太郎	ta.watanabe.0824+1099 b@gmail.com

Check the additional users you want to send.

下書き保存

確認依頼を送信する

Click "Send confirmation request" to send an additional email.

Grant viewing rights to held meetings to non-participating users

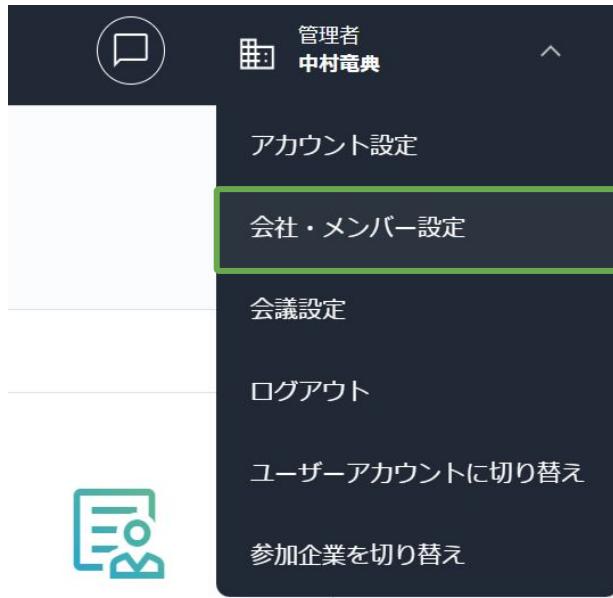
This chapter explains how to view held meetings.
We will explain the procedure for granting it to non-participating users.

Granting viewing rights to held meetings to non-participating users (1/3)

You can grant viewing rights to held meetings to non-participating users.

This can be done from the "User conference viewing settings" that can be accessed from the "Company/Member Settings" in the settings menu.

If you want to give users the right to view past minutes, use these settings as well.



Click "Company/Member Settings" in the settings menu

Granting viewing rights to held meetings to non-participating users (2/3)

The "Company/Member Settings" screen will be displayed, so click "User Conference Viewing Settings".



Granting viewing rights to held meetings to non-participating users (3/3)

The user name is displayed on the horizontal axis and the conference name is displayed on the vertical axis, so click the checkbox of the target conference of the user to whom you want to give permissions.

After editing, click the "Save" button to save.

After editing, click the "Save" button
Click to save

Check the checkbox of the target conference in the user column to which you want to grant privileges.

会議名	中村 竜典	渡部 崇志	金杉 優樹	林 大介	監査 太郎	監査 次郎	監査 三郎	執行 花子	株主 史郎	監査 法人	権限 テスト
2022年9月定期取締役会	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
2022年8月定期取締役会	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Regarding addition of specifications for stamping flow (addition of real stamping)

In this chapter, we will explain the addition of the real imprint flow.

Normally, after the minutes have been circulated, you will proceed to electronic signature, but instead of proceeding to the electronic signature flow, you will proceed to a screen where you can upload the minutes with your seal. For example, you can use it when uploading registration documents. This function is limited to the Board of Directors.

2024.12.23 Update: You can now use "Written Resolution" and "Custom Meeting" by setting the flow in the meeting settings. ([Click here for details](#))

Real stamping flow (1/3)

You can proceed to the real stamping flow on the "Minutes being confirmed" screen (displaying the confirmation status after circulating the minutes). Please note that only the Board of Directors meeting can proceed to the Real Seal Flow. The Board of Corporate Auditors/Audit and Supervisory Committee cannot proceed to the real stamp flow.

代表取締役（議長）

櫻井あすか

未開封

監査役

てすと太郎

未送信

監査役

監査三郎

未送信

オブザーバー

オブザーバー四郎

未送信

監査役

未送信



Click on the stamp icon

Real stamping flow (2/3)

By checking "Implement signature by stamping a seal", you can proceed to the real stamping flow. Please download and print the minutes PDF to be stamped using the download button (↓ button).

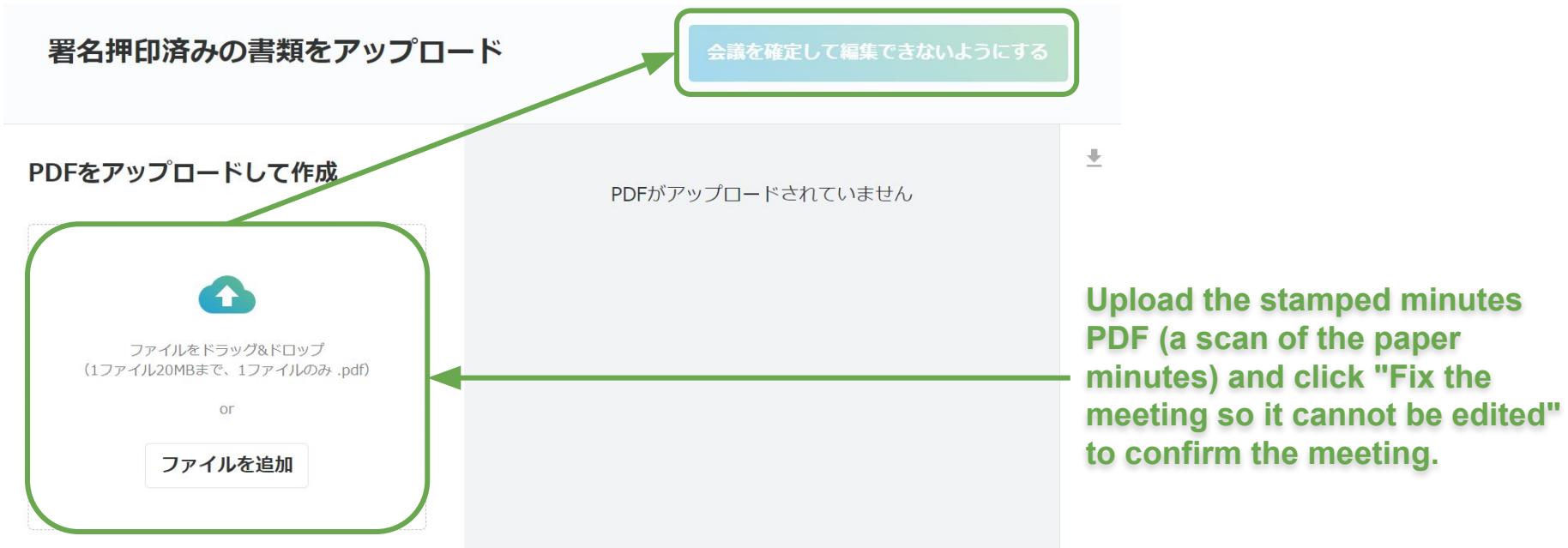


Check the "Implement signature using seal stamp" checkbox,
Click the "Proceed to Sign" button

To output the minutes PDF to be stamped,
Click the ↓ button to download

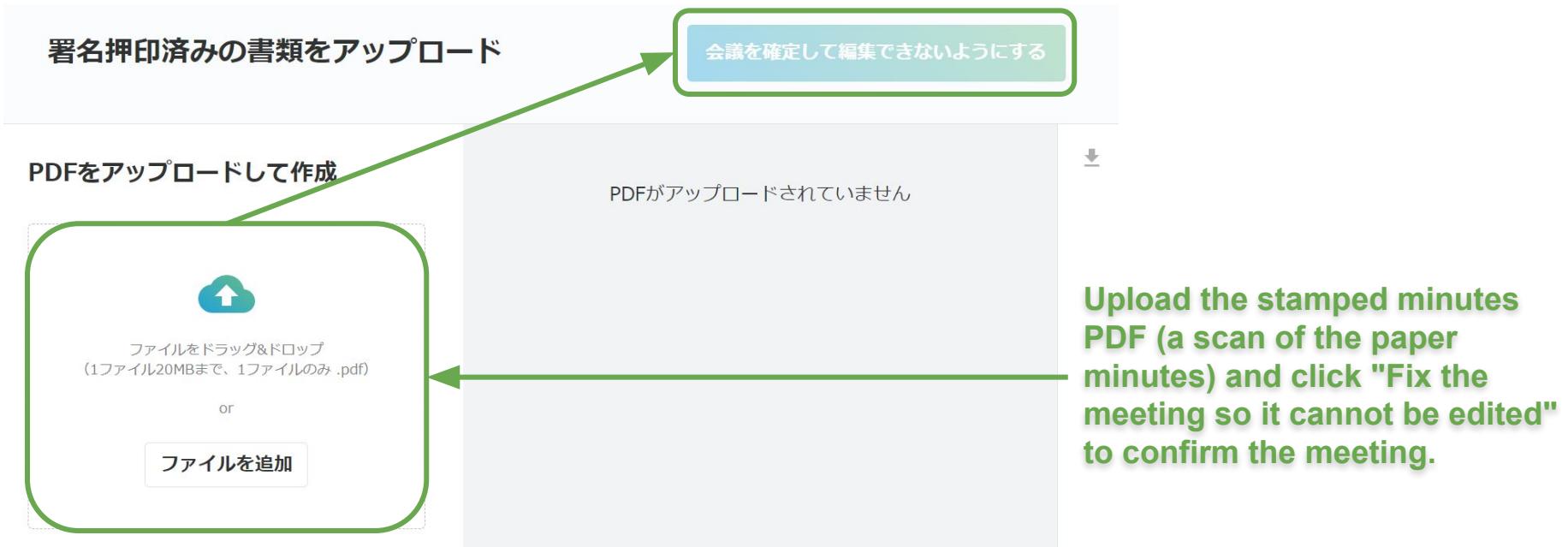
Real stamping flow (3/3)

Please scan the paper minutes with your seal, convert them to PDF data, and upload them. After the meeting is confirmed, the status of the signature field in the meeting list will be "Newly uploaded".



Real stamping flow (3/3)

Please scan the paper minutes with your seal, convert them to PDF data, and upload them. After the meeting is confirmed, the status of the signature field in the meeting list will be "Newly uploaded".



Changing the order of the meeting list

This chapter explains the procedure for changing the order of the conference list.

Changing the order of the meeting list

You can change the order of meetings displayed on the meeting list screen by dragging and dropping.

会議一覧

取締役会を新規作成

...

取締役会

監査役会

You can change the order by dragging and dropping

ダウンロード

選択した会議を削除

<input type="checkbox"/>	No.	会議名称	ステータス	開催概要	招集通知（送付日）	議事録（開催日）	電子署名
<input type="checkbox"/>	1	2022年10月定時取締役	開催概要下書き	2022-10-02			
<input type="checkbox"/>	2	2022年8月 定時取締役会	会議確定済み	2022-08-04	2022-08-04	2022-08-10	2022-08-04
<input type="checkbox"/>	3	2022年9月定時取締役会	会議確定済み	2022-09-16	2022-09-16	2022-09-28	2022-09-16