mind
meister

ChatWork Uses MindMeister to Dramatically Decrease Meeting Time

SUCCESS STORY

chatwork

REGION

Asia

EMPLOYEES

51-200

INDUSTRY

Software

WEBSITE

www.chatwork.com

- Integrations between MindMeister & G Suite enable efficient project planning

- Maps can easily be shared with all meeting participants

- Maps provide clear structure and all important information at a glance

"
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ChatWork Co., Ltd. is the provider of a cloud-based business chat tool called ChatWork. As of June 2014, the tool is used by 46,000 companies in 170 countries worldwide and the company is expanding further globally.

ChatWork has been using mind map creation tools for over 7-8 years already. MindMeister is used company-wide and has become absolutely indispensable for their everyday business.

"Most of the in-house documents such as proposals, reports, minutes and the like are created with MindMeister's business solution and all of our employees share these mind maps," said Mr. Horie, the company's marketing manager.

ChatWork uses MindMeister for their meeting minutes

At ChatWork, PowerPoint documents are forbidden, as creating documents in PowerPoint requires much time. Minutes are edited concurrently during meetings in the form of mind maps. At the end of the meeting the minutes are also ready.

Old minutes are preserved on a map in chronological order, so, if necessary, they can be accessed any time as well. "Using MindMeister makes it easier to see our business operation. Our employees look at the mind map on the screen and edit the minutes together during meetings. We could also use Google Documents, but using mind maps is more visually attractive and easier to understand, as agendas, decisions, opinions, everything is connected in one map. It also makes it more difficult to leave out or forget details. If you train all the employees to get used to editing simultaneously, the meeting time will decrease considerably."

Even system specifications fit on one page

Although they do not create all system specifications with MindMeister, they do use MindMeister for most requirement definition documents.

When you say system specifications, you usually think of huge piles of documents created in Word and it is

kind of terrifying. If you create a mind map, however, it all fits on one page.

"As long as a definition might be, in the end it all fits on one page - one map - so you can see the whole system while creating it," said Horie. Instead of describing everything in words, as it has been done traditionally, by creating a map and making the connections visible through the branches, you can limit the text information to what is absolutely necessary and you naturally get a very clean requirement definition document.

Using mind maps to manage tasks

Mr. Horie also introduced several personal ways he uses mind maps. "I use mind maps for individual tasks that are part of a bigger project. However, for smaller, daily tasks ChatWork works best. They both have their merits, so I use both."

Using the best tool for the job at hand

ChatWork uses a number of other tools in combination with MindMeister. For extremely important proposals for example, a picture created with the diagram software Cacoo might be used to illustrate the main point. This picture is then pasted onto the mind map for a stronger impact.

Google Apps and MindMeister are used for managing internal documents, while ChatWork is used for daily information exchange. These tools are used for different purposes depending on their "flow" or "stock" characteristic and on the nature of business. Employees also do their best to make sure that business doesn't overlap. Everything has to be efficient, so that they can produce results within a limited amount of time.

Small organization, big achievement

Although a small company with only around 30 employees, ChatWork has 46,000 customers by now, businesses from around the world to which it keeps delivering value. ChatWork embodies the concept of "small organization, big achievement" and one important factor for their success is their use of ChatWork, MindMeister and other such tools.