

# Kona Meeting Assistant

Your AI-Powered Note-Taker for One-on-Ones

## What is Kona Meeting Assistant?

Kona Meeting Assistant (KMA) is an AI-powered note-taker from 15Five that joins your one-on-one meetings between you and your direct reports. It works quietly in the background to:

- Capture notes from your conversation – organized into projects, wins, challenges, and discussion points
- Suggest action items for your next meeting based on what was discussed
- Send you an email recap immediately after each meeting with everything captured
- Store everything in 15Five so when performance review time comes, the AI can draft a comprehensive review for you, saving you hours of work

Think of Kona Meeting Assistant as your personal note-taker that never misses a detail and makes sure nothing falls through the cracks between meetings.



## Time Savings

Managers using Kona report saving approximately 75–80% of the time they previously spent writing performance reviews. All the data from your one-on-ones is automatically available for the AI to draft your reviews.

# How It Works

Kona is designed to be completely hands-free. Here's what to expect:

## Before Your Meeting

- No setup needed for each meeting – Kona automatically knows when you have a one-on-one scheduled
- On the morning of your meeting, you'll receive an email reminder with a recap of your last one-on-one and any open action items
- Just join your meeting as you normally would

## During Your Meeting

- Kona appears as a participant in your video call (Zoom, Teams, or Google Meet)
- It listens silently and takes notes – no audio or video is recorded
- You'll see reminders in the meeting chat with commands you can use at any time

COMMAND	WHAT IT DOES
"Kona Pause"	Temporarily stops note-taking (e.g., for a personal conversation)
"Kona Start"	Resumes note-taking after a pause
"Kona Leave"	Removes Kona from the meeting entirely

Both you and your direct report can use these commands at any time. You are always in control.

## After Your Meeting

- **Instant email recap:** Within seconds of the call ending, you'll receive an email with a summary of notes and suggested action items
- **Notes in 15Five:** The same notes appear in your one-on-one tab, organized by meeting date
- **Suggested action items:** Kona identifies follow-ups from your conversation. You can add them to your next meeting's agenda with one click, edit them, or dismiss them
- **Action items carry forward:** Unfinished items automatically appear in your next one-on-one so nothing gets lost
- **Editable notes:** You can review and edit the notes to ensure accuracy. We recommend a quick review after each meeting

# Your Privacy

We know privacy matters. Here's exactly how Kona handles your data:

TOPIC	HOW KONA HANDLES IT
Audio & Video	Kona does NOT record audio or video. Ever. It only captures a text transcript.
Transcript Storage	Transcripts are stored for 30 days on our secure backend for bug fixes and note regeneration, then permanently deleted. No one accesses this data.
Who Sees Your Notes	One-on-one notes are shared between you and your direct report. No one else can see the content of your meetings.
What HR Sees	HR only sees aggregate usage data, like how many meetings Kona has joined and general adoption metrics. They cannot see the content of your conversations.
Personal Conversations	Kona is trained to filter out non-work-related topics. If you want extra privacy, just type "Kona pause" in the chat.
Your Control	Both you and your direct report can pause, stop, or remove Kona from any meeting at any time. Humans are always in charge.



## Security & Compliance

Kona is fully covered under 15Five's SOC 2 compliance. For detailed security information, visit [trust.15five.com](https://trust.15five.com).

## Getting Started

Setting up Kona takes less than 2 minutes.  
Here's what to do:

### If Your Organization Uses Global Calendar Connection

Good news – there's nothing you need to do! Your admin has already connected the calendar at the company level. Kona will automatically join your one-on-one meetings. You'll receive a confirmation email letting you know Kona is active.



# Getting Started cont.

## If You Need to Connect Your Calendar Individually

1. Open the email invitation you received from 15Five about Kona
2. Click through the setup flow – it walks you through connecting your calendar (Outlook or Google)
3. Choose which meetings Kona joins. You'll see a list of your upcoming one-on-ones and can select the ones you want
4. That's it! Kona will join your next selected meeting automatically

### Tip

You can also add Kona to any meeting manually by inviting [bot@fifteenfive.com](mailto:bot@fifteenfive.com) as a participant in your calendar invite.

## What You'll See in 15Five

After each meeting, your one-on-one tab in 15Five will be updated with:

- **AI Shared Notes** – A structured summary of your conversation, organized by topics like projects, wins, challenges, and discussion points. Visible to both you and your direct report.
- **Suggested Action Items** – Follow-up tasks identified from your conversation. Click to add them to your next meeting's agenda, or dismiss if not needed.
- **Recurring Items** – Action items that aren't completed carry forward to your next one-on-one automatically.
- **Drafted Next Meeting** – Your next recurring one-on-one will automatically generate as a draft with the previous recap and open items.

All meeting management happens in your calendar so you can schedule, reschedule, and cancel meetings in Outlook or Google Calendar as you normally would. Kona and 15Five will stay in sync.

# Tips for Getting the Most Out of Kona Meeting Assistant

- **Review your notes after each meeting.** AI is great but not perfect — a quick 30-second review ensures accuracy.
- **Keep Kona in your meetings consistently.** The more data Kona captures over time, the better your performance reviews will be.
- **Use the suggested action items.** Adding them to your next agenda keeps conversations productive and ensures follow-through.
- **Let your direct reports know.** A quick heads-up that Kona will be in your meetings goes a long way. They'll see it as a participant and can pause it anytime.
- **Be present in your conversations.** Since Kona handles the note-taking, you can focus entirely on the person in front of you.

## Frequently Asked Questions

### ? Do I need to do anything to start each meeting?

No. Just join your meeting as you normally would. Kona joins automatically.

### ? What if I want to discuss something personal or sensitive?

Type "Kona pause" in the meeting chat. Kona will stop taking notes until you type "Kona start." You can also type "Kona leave" to remove it entirely.

### ? Can my direct report see the notes?

Yes. The meeting notes and action items are shared between you and your direct report in 15Five. This keeps both of you aligned on what was discussed and what's next.

## Frequently Asked Questions cont.

### ? Can anyone else see my one-on-one notes?

No. One-on-one notes are private to you and your direct report. HR and other leaders cannot see the content of your conversations. They only see high-level usage data.

### ? Is Kona recording my meetings?

No. Kona does not record audio or video. It only captures a text transcript, which is used to generate your notes and then deleted after 30 days.

### ? What meetings does Kona join?

Kona Meeting Assistant joins one-on-one meetings between you and your direct reports, based on the reporting structure in 15Five. It supports direct manager-to-direct report meetings only. It will not join skip-level meetings, group meetings, team calls, or meetings with people outside your direct reporting line.

### ? Can I remove Kona from a specific meeting?

Yes. You can remove Kona from the calendar invite before the meeting, type “Kona leave” during the meeting, or manage your meeting preferences in your 15Five settings.

### ? What if I have an in-person one-on-one?

Kona works best for virtual meetings. If you have your laptop open with the video call running during an in-person meeting, Kona can still capture notes, but accuracy may vary. We recommend reviewing and editing the notes afterward.

### ? How does this help with performance reviews?

All the notes and data from your one-on-ones throughout the year are stored in 15Five. When it's time for performance reviews, the AI can pull from all of this data to generate a comprehensive draft covering the entire review period, not just the last few weeks. This eliminates recency bias and saves you significant time.

## Need Help?

If you have questions or run into any issues:

- **Contact your HR team** — they can help with access, settings, and general questions
- **Use the in-app chat** — click the question mark icon in the top-right corner of 15Five for instant support
- **Visit the Help Center** — search for “Kona” to find step-by-step articles and video walkthroughs

## You're All Set!

Kona Meeting Assistant is here to make your one-on-ones more productive, your follow-ups more consistent, and your performance reviews dramatically easier. Just show up to your meetings and let Kona handle the rest.



For more information and articles on Kona Meeting Assistant, visit the 15Five Help Center.

[Visit Help Center](#)