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## SPACE PERSONAL NOTES

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## SPACE PERSONAL NOTES

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### ABSTRACT

Existing online collaboration platforms do not support the option of a user adding private or personal notes that are specific to a person or a space. Accordingly, techniques are presented herein (which, for convenience, are referred to herein as "Space Personal Notes") that support a feature through which online collaboration platform users may add personal notes in a one-to-one or multi-person space in which such notes are private to the user who added a note, unless specifically selected to be shared. Such notes may be used to track topics which need to be discussed the next time that a user has a one-to-one call with an individual or on the next call with members of a space. Such notes allow for a more efficient and effective collaborative experience and are available across devices, negating the need for pen and paper and additional external note taking applications.

### DETAILED DESCRIPTION

Existing online collaboration platforms (which may offer a range of features and capabilities including, for example, video conferencing, online meetings, screen sharing, cloud calling, webinars, etc.) do not support the option of a user adding private or personal notes that are specific to a person or a space.

Yet, everyone loves to take notes at work. Such notes serve as an important reminder for a great many tasks that otherwise are very difficult for an individual to keep track of. People employ a variety of means for taking notes. For example, people either write things down on a physical piece of paper (such as in a notebook, in a diary, on a sticky note, etc.) or they may use applications on a desktop computer and mobile devices to track such notes. However, when it comes to highly collaborative environments where an individual connects to many other people using collaborative applications like online collaboration platforms, it sometimes becomes difficult to find, search for, and locate the

relevant notes at the right time. For example, a user may wish to look for the appropriate notes when they are on a call with colleagues to help steer the conversation.

A need exists for a capability in online collaboration platforms that allows a user to add notes that are specific to a person or a space in a way that makes such a note easily retrievable once the user engages with the space through a call, a meeting, or a message across any of the user's devices.

To address the need that was described above, techniques are presented herein (that facilitate 'Space Personal Notes'), which provide a feature through which online collaboration platform users may add personal notes in a one-to-one or multi-person space where such notes are private to the user who added a note.

Under aspects of the techniques presented herein, a user is able to assign tag words to a Space Personal Note. For example, a tag word may reflect a project name. If the project name is then mentioned in that space or in a meeting from that space, to which the note is tied, then the user will be prompted of their note. Such functionality allows for a more efficient and effective collaborative experience. Further, Space Personal Notes provides, among other things, a feature that allows online collaboration platform users to add personal notes in a one-to-one or multi-person space where such notes are private to the user who added a note.

Such a note resides in a suitable place inside that space and is instantly retrievable and editable. In this way a user may add notes that are specific to a person (e.g., another user) or a project space and will instantly find it whenever she opens that space. Users can add tasks, discussion pointers, meeting agendas, minutes of meetings, to-do lists, or anything else that may be relevant to a specific user or a group of users (e.g., in a project space).

Figures 1 and 2, below, depict elements of an exemplary user interface that supports portions of the Space Personal Notes functionality (as it was described above) and which is possible according to aspects of the techniques presented herein.

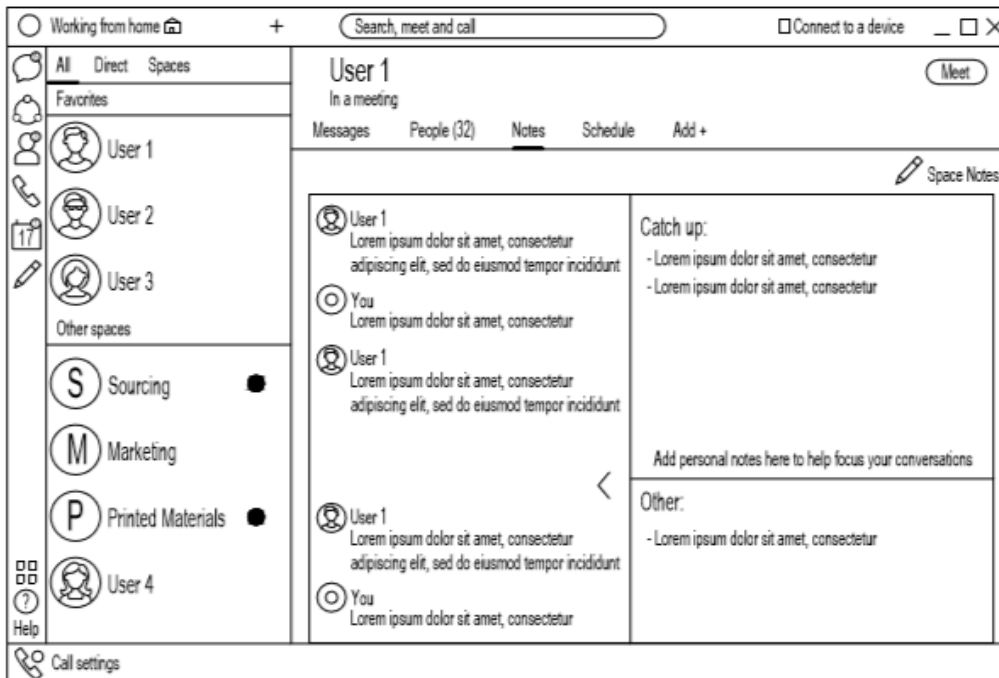


Figure 1: Exemplary User Interface

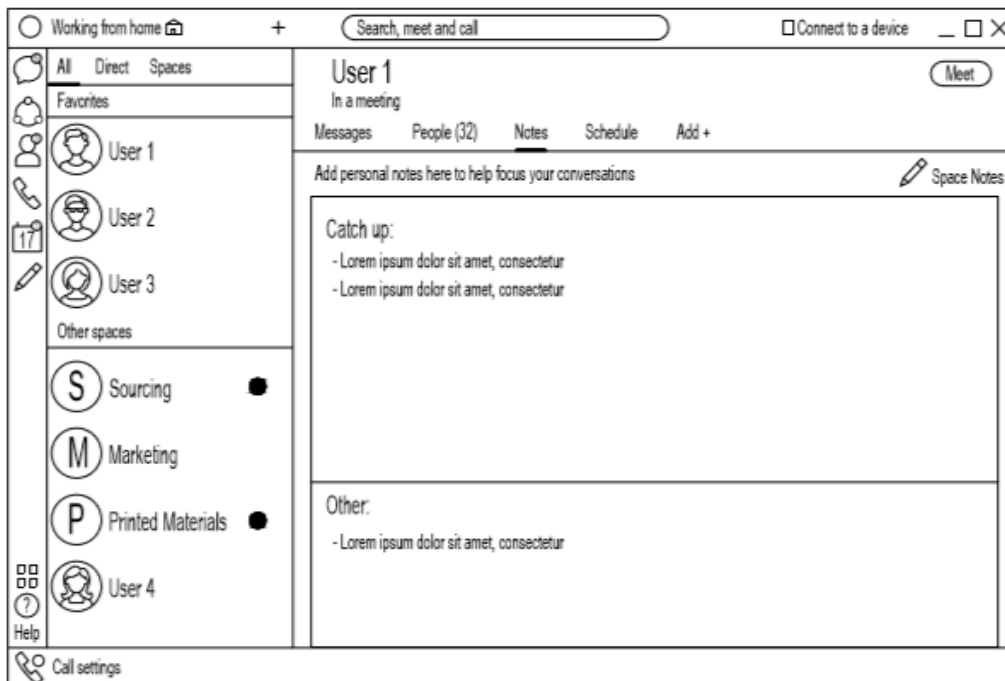


Figure 2: Exemplary User Interface

Space Personal Notes are, by default, kept private to the user who created the note, unless the user chooses to make the note accessible to other members of a space. Private notes may be shared by dragging and dropping a note into a space. Notes that are shared into a space appear as a message which may be interacted with as usual. Standard messages that are posted into a space may also be added to personal private notes. Private notes can be comfort marked differently in the user interface (UI) so that it is clear to a user that the note is private and to differentiate from shared notes that others may have visibility to in a co-editing application.

Aspects of the techniques presented herein support a personal dashboard which provides a quick digest view to a user of meetings, flagged messages, etc. Figure 3, below, illustrates aspects of such a dashboard.

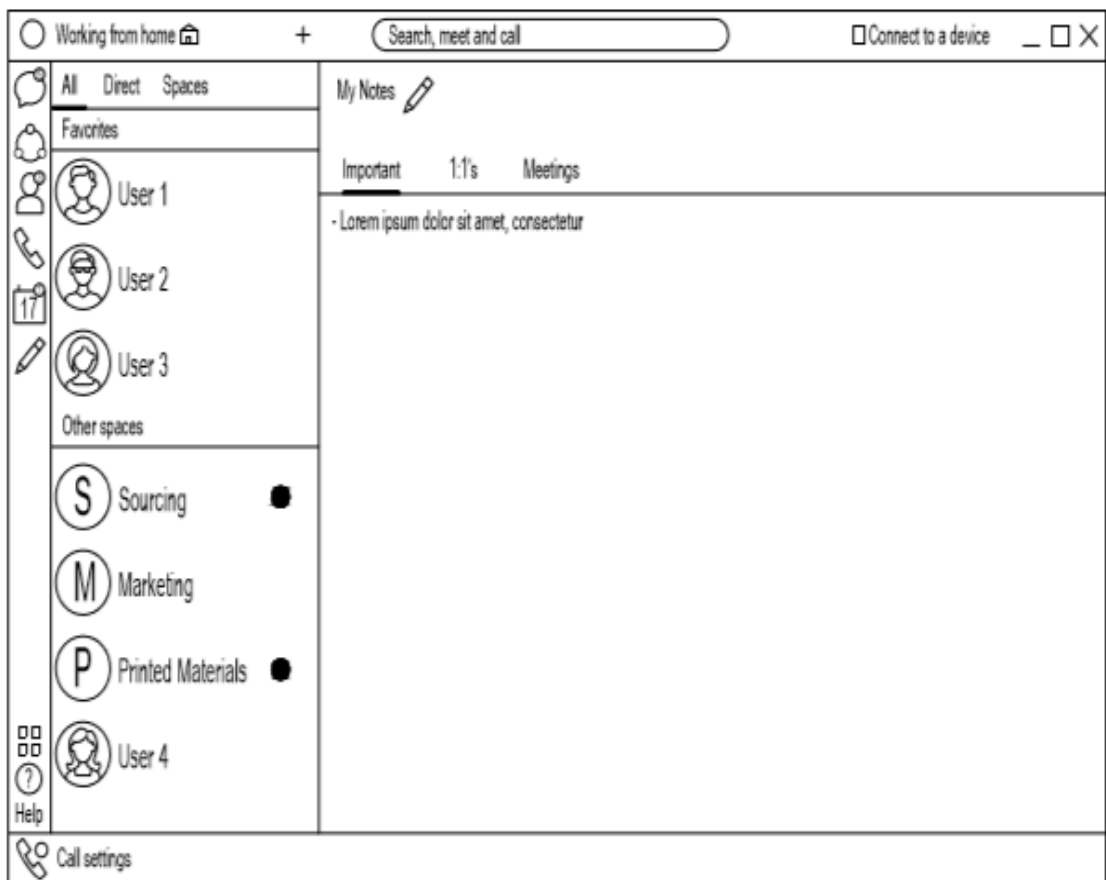


Figure 3: Illustrative Dashboard

Accordingly, aspects of the techniques presented herein are inspired by the immense success of professional note-taking applications that make it very easy for a user to add, sort, categorize, and locate important personal notes. While such note-taking applications are highly successful as a standalone entity, there is a lack of a native in-application note taking capability within online collaboration platforms, thus, leading to a disjointed experience. Having an in-built note feature in online collaboration platforms allows for improved stickiness and offers a native integrated note taking facility which adapts to the messaging experience of users who communicate in one-to-one and multi-person spaces.

It can be envisioned that Space Personal Notes could be made available across different collaboration products, thus improving a user's messaging etiquette in a fast-paced world and allowing the user to structure conversations around relevant, important topics. Among other things, Space Personal Notes represent a key element of today's collaboration needs by improving application stickiness, promoting remote worker wellbeing by encouraging messaging and interaction etiquette, and improving knowledge worker productivity.

Further, adding a private personal note in a one-to-one space may also result in an addition being made to a contact's profile which would only be visible to the person who added the information. Such functionality allows a user to relate back to information during future conversations which had previously been captured in a one-to-one private personal note.

Thus, Space Personal Notes may offer a number of advantages. For example, Space Personal Notes can improve considerably the stickiness of an online collaboration platform since users would not have to leave the application to take notes someplace else. Additionally, Space Personal Notes may improve the value of an online collaboration platform by allowing a user to add person- or space-specific notes which helps them search for and locate such notes when they are needed. Further, Space Personal Notes can make an online collaboration platform experience significantly better than in-person meetings by allowing for quick access to relevant information which can help steer the goal and outcome of a meeting..

In summary, techniques discussed herein involving Space Personal Notes may provide features through which online collaboration platform users may add personal notes in a one-to-one or multi-person space where such notes are private to the user who added a note, which may improve the ability to track topics across meetings, as well as allow for a more efficient and effective collaborative experience across many potential devices.