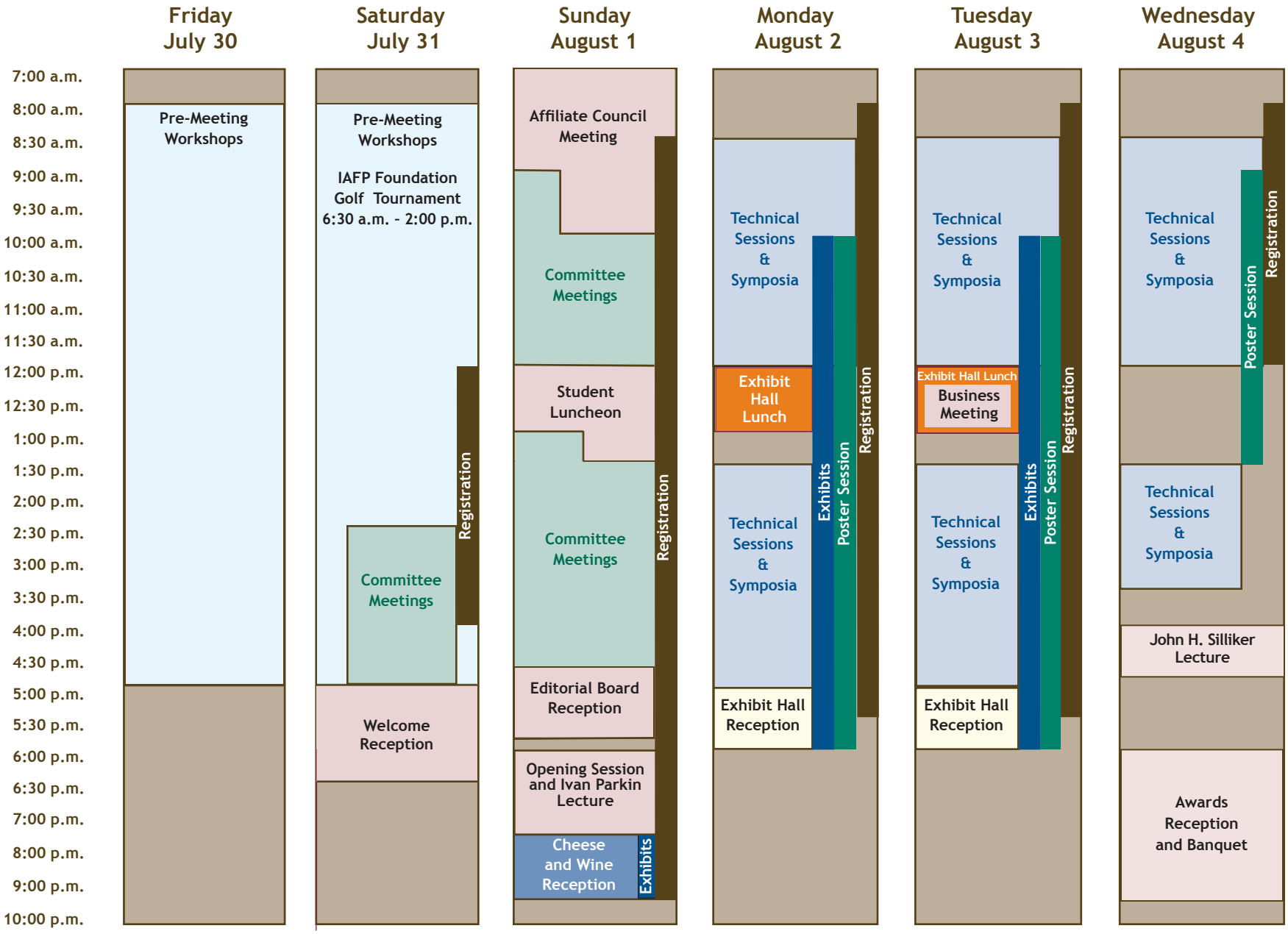Meeting at-a-glance