# EXECUTIVE MEETINGS

OVERVIEW

The Executive Meetings application enables you to view all information relating to your organisation's past and upcoming meetings on your mobile device. Access executive board and committee meetings information so you can prepare while on-the-go and run your meetings from anywhere; with or without internet connectivity.

The Executive Meetings makes it simple to capture everything that happens during a meeting. Keep the agenda, notes, photos, documents, participant lists, and more so nothing goes astray. Share materials wirelessly and update the agenda in real-time.
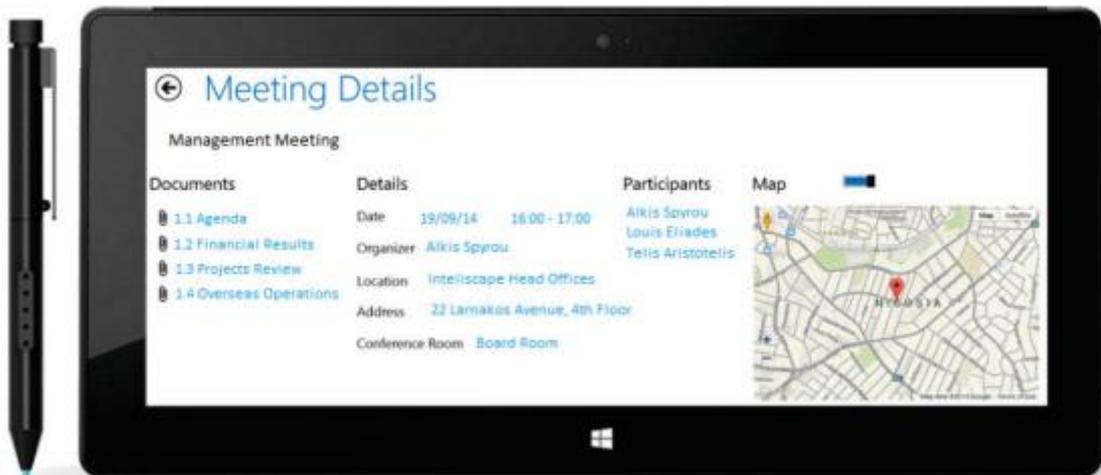
KEY FEATURES

- On-cloud or On-premise
- Meeting Participants view meetings on user-friendly tablet application
- Meeting organisers setup meetings with agenda and supporting documents via web-based management interface
- Workflow support for entire meeting process, i.e. agenda scheduling and meeting minutes preparation and distribution with statuses (Pending, Completed, Active, Published)
- Centrally and securely stored data
- Registration, Authorisation and Authentication (RAA) module to allow access to meeting details to authorised participants only
- Google maps integration
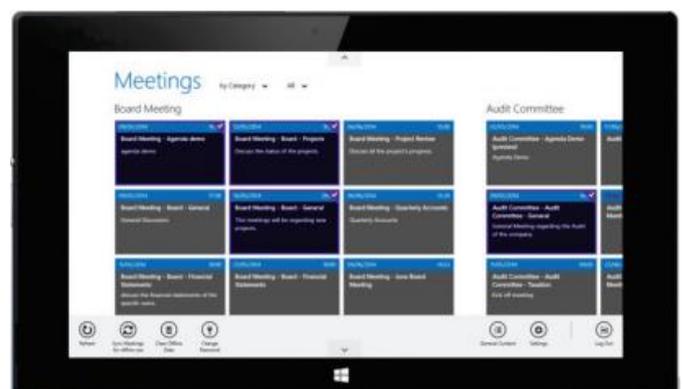
We deliver mobile enterprise applications that improve productivity, reduce costs, and take your business into the mobile world.

Through a web application, the meeting organiser is able to setup and maintain meetings by specifying meeting details, uploading related documents such as agendas and minutes and defining the participants and the meeting location. When a meeting has been setup, the organiser publishes all this information and users are able to access all details through the application installed on their mobile device.

The app will assist you in managing your meetings and all relevant information with the most efficient and effective way. You can ensure that appropriate personnel is notified about meetings and meeting minutes are securely and timely distributed. Users of the mobile application can access, monitor, follow-up on meeting minutes as well as comment on them. It is an excellent tool with a dynamic workflow that will ensure maximised productivity in less time.

User Management and Maintenance
- Self-service administration features through a web-based interface.
- Ability to define participants' attendance and capacity (Present, In attendance, Chair etc.)
- Role-based through a web interface:
    - Roles are assigned specific functionality and access rights
    - Roles can only access what they have access to

Workflow
- Meeting Agenda creation
- Meeting Minutes preparation and distribution

Powerful Searching
- Keyword-based searching that allows participants to view high-level meeting details and drill-down into the meeting details

Views/Reporting
- Access to upcoming and past meetings
- Filtering and sorting by category, type and date

Release
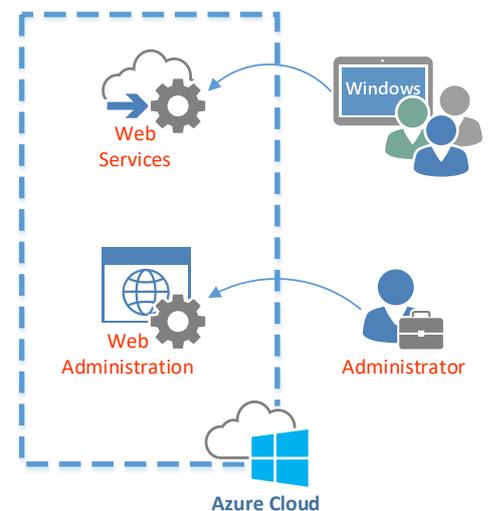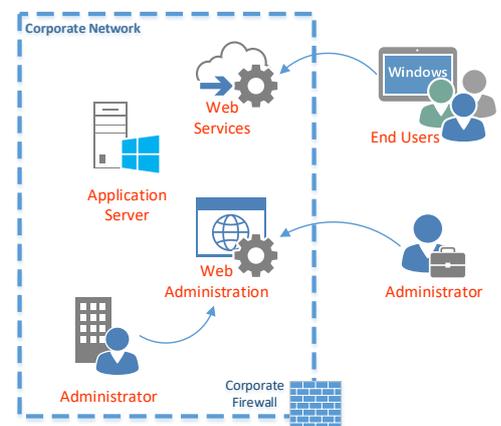- Windows RT/PRO edition: available in Windows Store

Figure 1: On-Cloud Deployment

Figure 2: On-premise Deployment