



meetimize® | Optimize your meetings.

Most of the meetings end up with attendees get out of meeting's room shaking hands!

Some meetings followed by sharing MOM.

Minority of meetings which their agenda get converted into actions!

Today's challenges:

Though all organizations utilize scheduling & collaboration tools to call for & conduct their meetings; meetings are still not well structured, actions & tasks are not monitored and closed probably.

Some of the main challenges managers face nowadays are:

- ❖ No single platform integrates all meeting tools
- ❖ Scattered meeting documentation with multiple versions
- ❖ No meeting tasks and actions monitoring and follow-up utility
- ❖ Manual management of committees and meeting series
- ❖ Difficult to follow up meeting while being mobile

meetimize bridges the gap between meetings & actions, optimizes meetings output, and helps to get utmost results out of the meeting.

meetimize enables administrators to standardize the process of calling for meetings, invite attendees, control the meeting, and then automates generating of MOMs & related reports.

meetimize converts agenda points into actions, and then enables to follow up, monitor progress, escalate, delegate, and close them.

meetimize helps to create unified repository of all organization's meetings, and streamline inquiries & search processes for different types of information.

meetimize provides managers & decision makers with reports, statistics, and dashboards that increase organization's efficiency and boost performance.

Prepare

Schedule
Prepare & share agenda
Invite & notify

Conduct

Attend, Discuss, comment,
suggest, vote, view & share
Decide & conclude

Conclude

Generate & share MoM
Assign tasks & actions
Manage actions
Reports & statistics

meetimize Key Features:

- ✓ Easy to use browser-based software
- ✓ Multilingual support – both interface and data (including Arabic, Farsi, Turkish)
- ✓ Provides single platform within the organization for all meetings, materials and users
- ✓ Notifications through SMS and emails
- ✓ Highly secured system with groups, roles and users, and efficient permission control
- ✓ Ability to define unlimited number of organizations & users (licensing required), in addition to members, meeting attendants
- ✓ Create Committees, Workgroups, Teams and Meeting Series, assign members, roles & tasks for each member in the workgroup
- ✓ Create researches & studies and assign them to specific committees & workgroups
- ✓ Schedule meetings and define default avenue & timing
- ✓ Room Booking utility
- ✓ Define agenda points, and link each point to different members
- ✓ Invite members, and communicate the agenda points for each member
- ✓ Real-time screen & document sharing amongst all members
- ✓ Tablet (responsive) interface
- ✓ Ability to attach any type of files & documents (image, pdf, word, excel, audio, video...)
- ✓ Simple mechanism to collect member's notes, suggestions, recommendations for each agenda point separately, or for the overall meeting
- ✓ ballot utility for collect attendants voting
- ✓ auto generate & communicate MoM with all members & attendants
- ✓ Assign actions to meeting's members & third parties, monitor action's progress, delegate to other persons, escalate & send reminders / notifications
- ✓ Follow up member's notes & close Meetings
- ✓ Meetings analysis and dashboards for decision makers to follow progress