MeetingSense™ 3.0

Feature Sheet

You probably spend a good portion of your day in meetings, both face-to-face and remotely using audio, web or video conferencing services. Aside from the actual meeting, there are a lot of additional tasks that require your time: taking hand written notes, transcribing and tracking those notes, assigning action items, following up on those assigned action items and maintaining a running notes log for recurring meetings.

We offer a suite of services to help you connect with people and get more done. That's why we are bringing you MeetingSense 3.0. MeetingSense is an affordable hosted software service that empowers teams to easily capture, distribute and collaboratively manage meeting information and action items online in real time. MeetingSense has proven to eliminate hours of wasted time, save thousands in operational costs and dramatically decrease IT burden while providing standardized meeting structure that drives overall business productivity.

The MeetingSense Collaboration Lifecycle

GETTING READY - SCHEDULE, PREPARE AND START YOUR MEETINGS DIRECTLY FROM OUTLOOK®

To start using MeetingSense, schedule and then prepare or start MeetingSense meetings directly from your Outlook calendar. Right-click on an available meeting time and select **New MeetingSense Meeting** to schedule a new meeting. To prepare or start MeetingSense meetings, right-click a previously scheduled meeting requests and select **Prepare or Start MeetingSense Meeting**. MeetingSense Capture will automatically import participants, files and the agenda to get you started.

DURING YOUR MEETINGS - CAPTURE EVERYTHING

MeetingSense Capture is the single, intuitive application for easily capturing all the information and action items shared during your meetings. MeetingSense Capture seamlessly replaces cumbersome traditional note taking tools (like Microsoft® Word) to help you efficiently chronicle every aspect of your meetings. Quickly and easily capture every aspect of your meetings, including:

- Roll call
- Action items
- Audio
- Key points and decisions
- Agendas
- Document sharing
- Meeting minutes

WHEN YOUR MEETINGS END - DISTRIBUTE YOUR MEETING INFORMATION

Instantly send all of your captured meeting information via a comprehensive, organized HTML email summary. The meeting record containing all your captured information can also be published online to facilitate real-time team collaboration or can be kept private for editing until you are ready to share with others.

INSTANT, ANYTIME ACCESS TO YOUR SHARED MEETING INFORMATION

Sign in to your online MeetingSense dashboard via any browser to track action items, manage meeting information and files and collaborate with team members in real time. Pre- and post-meeting collaboration ensures that constantly evolving meeting and action item data is maintained in a single, intuitive shared online repository to enable complete information transparency and optimized team productivity.

Features

- Collaborative meeting information and action item management – get real-time online meeting and action item collaboration, including wiki-like commenting with audit trails and shared file management.
- Tight Outlook calendar integration and agenda wizard – enforce standardized meeting structure and best practices while eliminating learning curves to ensure meetings start on-time and stay on-track.
- Real-time team action item tracking - empower meeting leaders to seamlessly enforce action item accountability across meetings and projects.
- Absolute data security without IT infrastructure management – get industry-leading comprehensive SAS70 (Type I & II), PCI and HIPAA compliant data storage plus guaranteed 128-bit SSL encryption that offers complete data safety.
- Anywhere online team information access – access critical team meeting information, action items and files to make meeting management on the road simple.
- MeetingSense FreeAccess account – assign action items to anyone and MeetingSense will automatically send them a free account to track and manage those assigned action items. When FreeAccess users update their action items online, changes are instantly reflected in your dashboard.
- Full text search to find meeting information instantly – type in a search term to find any piece of information from prepared and conducted meetings, action items and more—all with the click of a button.
- Comprehensive meeting information capture – use MeetingSense Capture, the Outlook-integrated capture and publishing tool, to help schedule, capture and then publish your meeting information and action items to your online meeting dashboard.
- Meeting notes templates – add professionally designed minutes templates, customize and save your own templates or instantly add a template from your agenda to provide standardized note taking.
- Administrator console – allow license group administrators to easily access and dynamically manage their organization’s MeetingSense licenses from one intuitive console.
- Online dashboard home page – provide instant vision and access to high-level meeting, action item and system information.

+ MeetingSense alerts – receive notification of important meeting or action item changes in real time. Instantly know when someone completes an action item, uploads a file, comments and more.
+ Shared team meeting repository – access a repository of captured team meeting and action item records that can include: notes, action items, agendas, roll call, key points, files and audio.
+ Real-time meeting record collaboration – share meeting records online pre- or post-meeting so that all participants can collaborate using wiki-like commenting and online file management.
+ Meeting and action item audit trails – automatically track any changes made to meeting records or action items by the team, including who made the change and when.
+ Closed-loop action item tracking – track and manage assigned action items in real time. Any updates are instantly visible within the appropriate person's dashboard and alerts and emails are also sent.
+ Pre-meeting agenda collaboration – prepare and collaborate on meeting agendas and other information before meetings begin to ensure optimized starts.
+ Online access to meeting recordings – get online access to streaming audio of a meeting's captured audio recording. Only those with appropriate permissions get access.
+ Private meeting records – keep prepared or conducted meetings private so that only you can see the record until you're ready to publish it online to all participants.
+ Instant meeting minutes distribution – distribute stylized HTML email minutes immediately following your meetings. The summaries can easily be consumed by participants to help them become more productive.
+ Collaborative team file management – allow participants to easily access and upload files to meeting records, ensuring the correct materials are always available and are part of the meeting.
+ Wiki-like meeting and action item collaboration – allow entire groups to collaborate in real time before, during or after a meeting with anytime team meeting and action item commenting.
+ Real-time collaborative action item management – allow everyone to instantly see changes made to action items by either the assigner or assignee in their dashboards, which ensures closed-loop accountability tracking.
+ Action item change tracking audit trails – automatically place any changes made to an action item in the Comments tab to ensure complete records.
+ Action item file management – collaboratively upload and share action item-specific files and documents with assignees.
+ Action item status request – instantly request a status update for any of your assigned action items via alert and email, allowing you to get updates for critical items from the assignee.
+ Export action item lists – export a snapshot in time of a chosen action item list view, including collaboration comments, for easy portable, offline tracking.