



MeetingSense™ 3.0 Overview

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 actual meetings, there are many 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 business productivity.

“MeetingSense is one of those rare products that uncovers and then solves a common business need near perfectly.”

- InfoWorld

GET BACK AN EXTRA DAY IN YOUR WORK WEEK, EVERY WEEK

Using MeetingSense to help automate your meeting information and action item management can save you up to seven hours a week. Who couldn't use almost an entire extra day to get things done?

"When time really is money, MeetingSense provides a huge ROI benefit to companies during these difficult economic times."

-eContent Magazine

Whether your meetings are in-person or virtual, MeetingSense helps you capture every aspect of the information shared, including roll call, agendas, notes and much more. MeetingSense also helps you to enforce accountability by seamlessly tracking deliverables online in real time, automatically sends professional meeting minutes and assigned tasks to your attendees and ultimately increases your meeting value while driving your overall project success via team collaboration.

BETTER MANAGEMENT OF EVERY MEETING ASPECT

MeetingSense is the first application to fill a critical gap in meeting productivity and collaboration by providing a simple, powerful way for organizations to intuitively manage meeting information and action items across teams, or the entire organization. MeetingSense helps you manage all aspects of meetings—from start to finish.

- + **Before a meeting:** integrates directly into your Outlook® calendar to offer proper structure and important meeting best practices.
- + **During a meeting:** provides you with a quick and easy way to capture every critical aspect of your meeting and all information shared including notes, action items and much more.
- + **Following a meeting:** instantly send a comprehensive, organized meeting summary and action item emails while publishing the information online for team collaboration.

+ **Anytime:** track, collaborate and manage your team's critical meeting information, action items and files online in real time from any web browser.

SPEND YOUR TIME ON WHAT MATTERS MOST

Wouldn't it be nice if you could finish a meeting and then jump right into the tasks instead of spending 20 minutes sending out a recap and any assigned action items by hand? By using MeetingSense to help manage and automate this process, you can. We are in the business of helping you make better connections and get more done. Through our partnership with MeetingSense Software, you can do just that—no matter if your meeting is on the phone, over the web or in a conference room.