



# MeetingSense™ 3.0

## Technology Overview

MeetingSense 3.0 is easy-to-use meeting productivity software that lets teams capture, track and then collaboratively manage meeting information and action items online. Integration with Microsoft® Outlook® adds instant structure and best practices to help optimize meeting scheduling and preparation. At meeting time, use MeetingSense Capture to efficiently record all meeting aspects and then instantly distribute those notes and action items via email... or publish it all online.

### HOW MEETINGSense WORKS

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 sends comprehensive, organized meeting summary and action item emails while publishing the information online for team collaboration.
- + **Anytime:** allows you to track, collaborate and manage your team's critical meeting information, action items and files online in real time from any web browser.

### IT IMPACT

- + **MeetingSense Capture - capture and publishing tool**
  - o Microsoft Outlook calendar integration
  - o Built on the Microsoft .Net framework 2.0 (included)
- + **Basic MeetingSense system requirements:**
  - o Microsoft Windows® XP SP2 or Vista
  - o Microsoft Outlook 2003 SP2 or later, including Outlook 2007
  - o 800MHz Intel P3 processor (or equivalent) and later
  - o 512MB RAM recommended
  - o 60MB free disk space
- + **Collaborative dashboard - SaaS hosted server**
  - o Hosted with industry-leading storage facility, GSI, Inc.
  - o SAS70 type I & II certified
  - o HIPAA certified storage facility
  - o PCI compliant storage facility
  - o Guaranteed 128-bit SSL encryption
  - o Secure redundant back-up

## **INDUSTRY STANDARD DEPLOYMENT MEANS NO IT INFRASTRUCTURE HASSLES**

MeetingSense Capture uses the very latest InstallShield technology and comes pre-packaged in the standard executable format. This enables the quick and easy deployment of the MeetingSense Capture and publishing tools to business users' machines via safe, proven industry standard methods such as Microsoft SMS, Active Directory, logon scripts or any other standard software deployment methodology.

## **MEETINGSense LICENSING OVERVIEW**

MeetingSense can easily be used by individuals or as an IT deployment for any size department, group or even the entire enterprise.

- + Upon registering online, users are taken to download and install MeetingSense Capture.
- + Departments, groups or the entire enterprise can have MeetingSense deployed via a single admin console. Email invitations are sent to end users with instructions to login, register and install MeetingSense Capture.