



Meeting.Manager 1.00

Simple and intelligent – create minutes while the meeting is ongoing



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Meeting.Manager 1.00 is a Notes database that can be installed locally or on the server.

Meeting.Manager 1.00 allows you to create and review a permanent record of meetings and monitor agreed or delegated actions in real time.

The creation of minutes, or records of meetings, and monitoring actions that have been agreed during the meeting are tasks that are often accorded too little attention.

Questions like:

- a) "What did we actually talk about last time around?"
- b) "Have the actions that were agreed actually been taken?"
- c) "What tasks have yet to be completed, and why?"

can often not be answered clearly, and may make you appear unprofessional in front of other participants or customers.

Meeting.Manager 1.00 is the solution to these problems.

You create the minutes as the meeting progresses, and distribute the actions that are agreed in real time, electronically.

All those affected can therefore read the record of the meeting at any time, and can find out how actions are progressing before the next meeting and keep themselves up to date.

Thanks to integration of the Notes calendar, allocated actions can even be synchronised with handheld devices such as a Blackberry, providing a permanent reminder to the person responsible.

Configurable reminder functions ensure that no actions can be forgotten.

Functionality:

- a) Create the minutes of any number of meetings
- b) Distribute action reminders to those responsible (with an e-mail message)
- c) Send the entire minutes to all participants as a record of the meeting
- d) Inform participants when updates are received to actions (e.g. in the case of questions or remarks)
- e) Send a reminder x days before the action is due to be completed
- f) Synchronise actions with handheld devices
- g) Differentiate between actions and information
- h) Multilingual

System requirements:

Meeting.Manager 1.00 runs on Lotus Notes versions 5, 6 and 7.

Form used to create the minutes of a meeting and record actions

No	Beschreibung / Description	Wer / Who	Bis / Until
1	Begrüßung und Vorstellung der Teilnehmer		
1	Klärung der Räumlichkeiten für den Meet&B	Konrad Baschem	
1	Sammlung der notwendigen Informationen für den Aussteller-Bereich Ggffs. Preisverhandlungen mit der IBM / Veranstalter	Florian Lier	15.06.2007
1	Buchung des Hotels und des Flugs nach Orlando	Florian Lier	15.06.2007
1	Erstellung einer Liste aller durchzuführenden Aufgaben inklusive vorgeschlagener Verantwortlicher	Florian Lier	10.07.2007

Overview of all actions resulting from a meeting, and their current status

Integration of actions into the responsible person's calendar

T	O	No	Beschreibung / Description
6	2	1	Hilfe Beispiel deutsch
1	0	1	Begrüßung
8	2	1	Planung LotusSphere
		1	Buchung des Hotels
		1	Erstellung einer Liste vorgeschlagener Verantwortlicher
		1	Klärung der Räumlichkeiten
		1	Sammlung der notwendigen Informationen Bereich Ggffs. Preis

Multiple analysis options by person, date, schedule or topic