



Meeting.Manager 1.00






Simple and clever

Create your meeting minutes immediately and
control the meeting tasks in a database

Defiances

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-  Minutes of meetings have not been created
-  Created minutes can not be found anywhere
-  Have all tasks defined during the last meeting been completed in time ?
-  Have the responsible people been informed about there tasks at all ?
-  Manual written minutes are not readable by anyone else then the author

Functionalities

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-  Create your meeting minutes during the meeting in a Notes Database
-  Inform the responsible person about his new tasks when you are creating the task automatically
-  Reminder for critical tasks
-  Send the minutes to all related people immediately after the meeting
-  Integration of tasks in the mail-files of the user and therefore also synchronisation to mobile devices possible
-  Check the status of all tasks BEFORE the follow-up meeting

Infomail to all participants / selected people directly after the meeting

