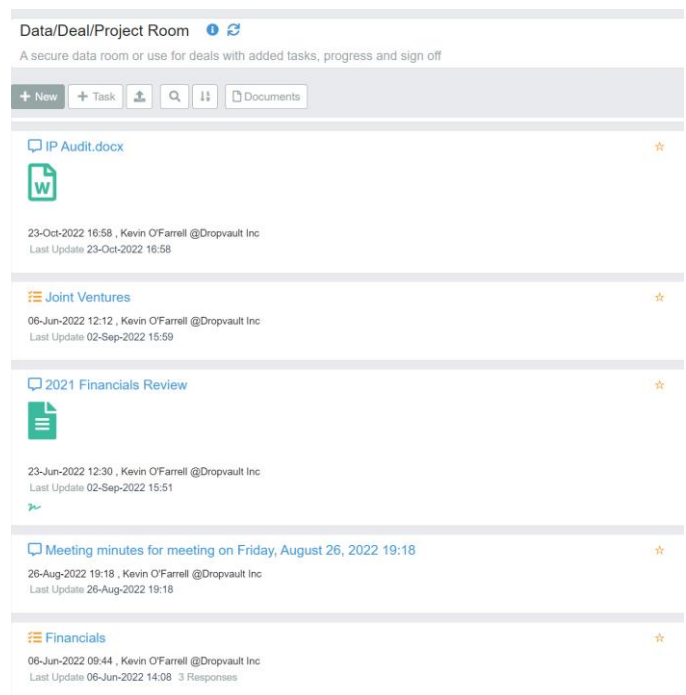## Make your boardroom more productive & private

Boardrooms need something more than email to manage the discussions , action items and voting to make them productive. Plus you share sensitive documents and discussions and need to ensure privacy and security something email or documents shares do not provide – That's why Dropvault is encrypted so only your team can view what you share.
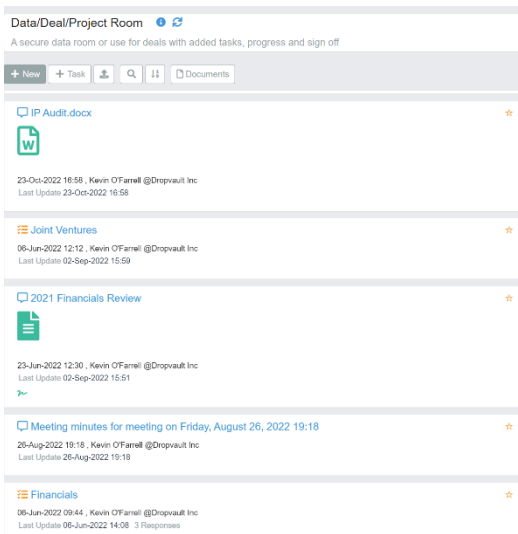
Keeping everyone on the same page

We keep everything relating to your boardroom in your boardroom – No need to use email for discussions and a document share for your files. We then add in action items, reminders, calendar, voting, sign off and a great meeting manage to record your decisions.

Data/Deal/Project Room ℹ ⟳
A secure data room or use for deals with added tasks, progress and sign off

[+ New] [+ Task] [⬆] [🔍] [↕] [📄 Documents]

💬 IP Audit.docx
📄W
23-Oct-2022 16:58 , Kevin O'Farrell @Dropvault Inc
Last Update 23-Oct-2022 16:58

☰ Joint Ventures
06-Jun-2022 12:12 , Kevin O'Farrell @Dropvault Inc
Last Update 02-Sep-2022 15:59

💬 2021 Financials Review
📄
23-Jun-2022 12:30 , Kevin O'Farrell @Dropvault Inc
Last Update 02-Sep-2022 15:51

💬 Meeting minutes for meeting on Friday, August 26, 2022 19:18
26-Aug-2022 19:18 , Kevin O'Farrell @Dropvault Inc
Last Update 26-Aug-2022 19:18

☰ Financials
06-Jun-2022 09:44 , Kevin O'Farrell @Dropvault Inc
Last Update 06-Jun-2022 14:08   3 Responses

Conversations & Documents together

Keeping your conversations and discussions in the same place as your documents not only makes your team more productive, it also ensures privacy and security and makes compliance easy.
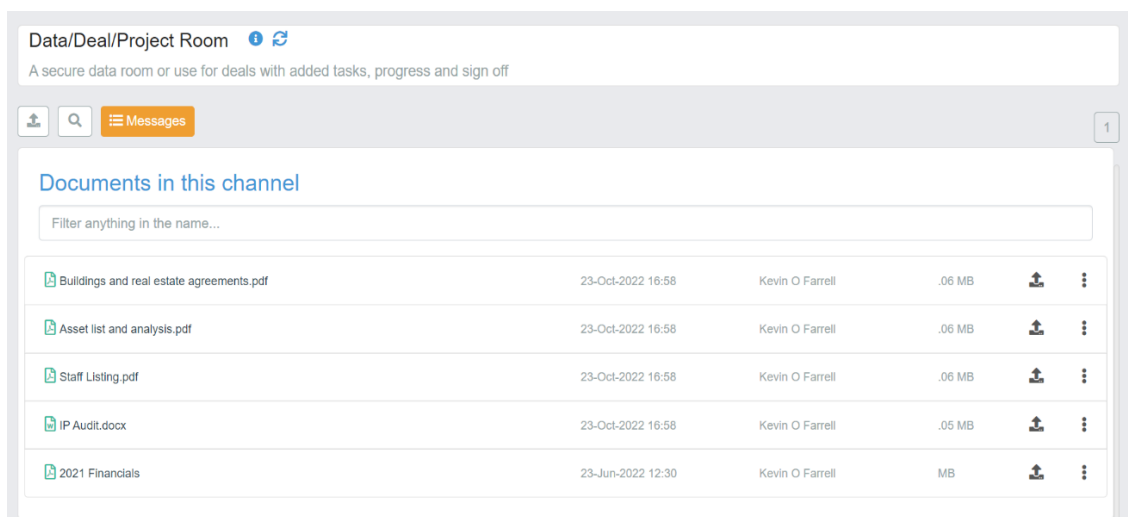
No need to have documents in one place and your discussions in in-secure email – Just start a new conversation or drop in a document and start collaborating as a team.

- Encrypted conversations replace traditional email

- Drag and drop documents into any conversation or channel
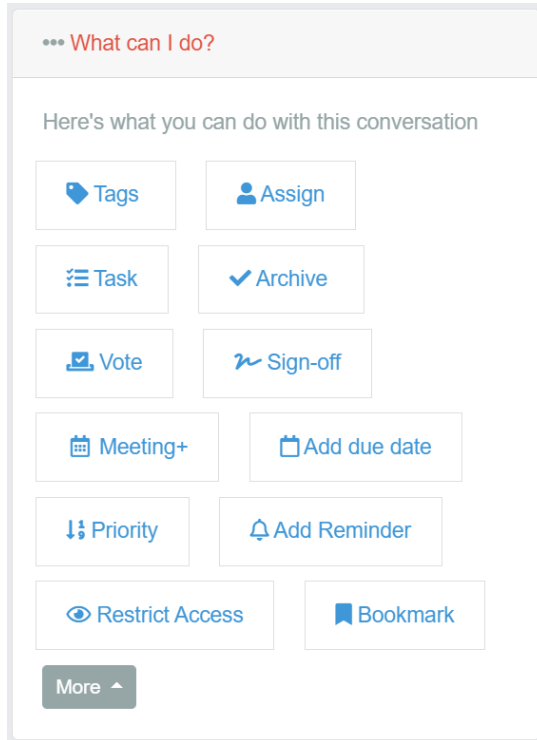
- Send documents to your board room by email

Find & manage your documents easily

Quickly find any document using our file manager, with multi version support. And uploading new documents is easy with our drag and drop upload or email into your board room

Keeping your team productive

Once you have your conversations and documents, your team needs to act on them. Turn them into tasks pr actions, assign to others, share in a calendar or add a reminder or just discuss and provide feedback as a team or request a vote on any discussion or action.

••• What can I do?

Here's what you can do with this conversation

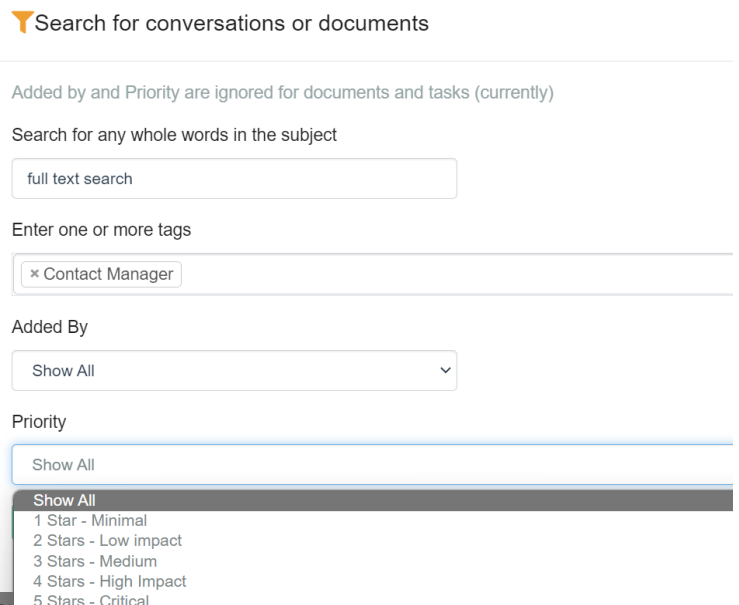|	
🏷 Tags	👤 Assign
☰ Task	✔ Archive
🗳 Vote	〰 Sign-off
📅 Meeting+	📅 Add due date
⬇ Priority	🔔 Add Reminder
👁 Restrict Access	🔖 Bookmark

More ▲

Just select any conversation or document and choose one of the many options available to your team

Simple to use, no complicated setup or training needed.

Search, filters & folders

We've made finding your conversations or documents easy with our search and filter tool

Or add custom folders and move your conversations or documents to these folders

🔽 Search for conversations or documents

Added by and Priority are ignored for documents and tasks (currently)

Search for any whole words in the subject

full text search

Enter one or more tags

× Contact Manager

Added By

Show All

Priority

Show All

Show All
1 Star - Minimal
2 Stars - Low impact
3 Stars - Medium
4 Stars - High Impact
5 Stars - Critical

Tasks, Sign off, Meetings, Voting & more

Turn any conversation or document into a task or action with one click and your team can track it's progress at any time. We can build your tasks from your existing discussions or documents in your board room

Tasks, activity and progress

To add a task to this list, select any discussion, task or document in your channel, then click on task in the right side options.

Filter anything in the name...

	Task	Created	Updated	Owners	Replies
▸ **Late**					
☆	Joint Ventures `66`	03-Jun-2022 in Joint Ventures in Management	04-Jun-2022 13:16	None	💬 (3)
▸ **Not Started**					
☆	Need to do this as well `0`	20-Jun-2022	20-Jun-2022 16:25	None	💬 (13)
☆	Financial Statements - Auditied `0` `Critical Path` `Stage 1`	03-Jun-2022 in Financial Statements - Auditied in Financials	03-Jun-2022 14:23	None	💬 (1)
☆	Joint Ventures `0`	20-Jun-2022 in Joint Ventures	20-Jun-2022 16:10	👤2	💬 (16)
▸ **In progress**					
☆☆☆	All NDA, confidentiality agreements `90` Due date 16-Jun-2022	03-Jun-2022 in All NDA, confidentiality agreements in Corporate Organization	04-Jun-2022 14:03	👤1	💬 (6)
☆	All NDA, confidentiality agreements `10`	04-Jun-2022 in Investment in XYZ	04-Jun-2022 14:27	None	💬 (3)
☆	Deeds `45` Due date 23-Jun-2022 `Critical Path`	04-Jun-2022 in Deeds in Real Estate	04-Jun-2022 13:00	None	💬 (4)

Sign off & Voting

Request a vote on any discussion or action – We will request a vote from your board members and tally the results so you can record your decision. We even support proxy votes.

☑ Votes in this channel	Vote by	You	Decision
End of quarter results release	11-Jun-22 13:18	🕐 Vote now	🕐 Under way
Purchase Dropvault for $100M	11-Jun-22 14:40	✔ You voted Yes	🕐 Under way
Renumeration package for coming year	13-Jun-22 10:17	✔ You voted Yes	🕐 Under way
,All NDA, confidentiality agreements in Corporate Organization	30-May-22 11:07	❗You abstained	🕐 Under way
Joint Ventures in Management Organization	Closed	✖ Rejected	

Meetings made easy

And for your meetings we've got a great meeting manager to document your agenda, minutes, votes, sign off and action items. Just add any conversation, document or task to your agenda and we'll take it from there.

📣 Meeting Manager (Beta)

☑ Latest   🕐 Other   ➕ New Meeting

Latest meeting

Monthly board meeting. Please see the agenda items below and the two items for voting on the discussions.   ✏

Added by	Type
John Smith	Regular

bdfd50a8-7917-43b6-8393-f3f4455c050d

	When 20-Aug-2022 11:56 🕐 Start 🔄		Start 20-Aug-2022 14:06 Elapsed 0 days ,0 hours , 15 minutes	Ended 20-Aug-2022 14:21

☑ Agenda   👥 Attendance   📄 Minutes   📊 Votes   📈 Sign off   ☰ Action/Tasks

Your agenda items for discussion and voting
To add a new agenda item, go to any conversation/discussion , open and then click on Agenda+ on the right action bar. It will be included here.

☑	End of quarter results release	John Smith	20-Aug-2022 11:57 ✖
☑	Financial Statements - Unaudtied	John Smith	23-Aug-2022 11:20 ✖
☑	Renumeration package for coming year	John Smith	20-Aug-2022 11:57 ✖
☑	Financial Statements - Auditied	John Smith	20-Aug-2022 11:58 ✖
☑	Expansion of office locations	John Smith	20-Aug-2022 12:04 ✖

Share with a team, a contact or a team in another business

Bring external advisors or another team into your discussions with our sharing tool. They can join your existing board room or separate your discussions and create a new channel for a specific project and share this with your external advisors.

For SMB or Enterprises - We've built in great flexibility

No two businesses are the same so our data rooms can be set up to work with any business requirements, small or big. From custom storage, to email servers and enterprise key vaults – Or just choose the default settings and be up and running in less than 5 minutes

- Our Board rooms are delivered as a web app – All a user requires is a browser to access and nothing to install

- Full auditing and compliance reports – See who shared what, when and to which team member or contact

- Quantum-safe encryption on every document, every message.

- Each room is secured with a strong 256 bit encryption key

- External teams or contacts can connect directly to your data room with a link you provide. Key is never shared.

- Custom Storage - Cloud default or your corporate AWS, Azure or MINIO On-premise storage for all your documents

We have no access to any conversation or document you share in your Board Room. And if we can't access your data, then neither can an attacker.