everteam

everteam.meeting

Product Catalog

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Document Control

Document History

Name	Version	Date	Change Reference
everteam.meeting_Product_Catalog_V1.0	1.0	21/06/2019	Initial Draft

Document Reviewers

Name	Role	Version	Date

Document Approvals

Name	Role	Version	Date

Legends

Key	Definition
ET	Everteam
EG	EVER GROUP
ET	Everteam
ECM	Enterprise Content Management
	Information
	Note
	Warning
	Critical Information
	Action

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1. Product Catalog

1.1. everteam.meeting

1.1.1. Definition

Everteam Meeting Management System (**everteam.meeting**) is a completely fully integrated web-based solution. It enables organizations to manage their internal meetings by automating them with the ability to capture, index, and send meeting related information in a manageable and organized manner. In brief, the system enables users to capture paper-based and electronic documents, add meetings subjects, in addition to tracking and archiving the information of registered meetings.

1.1.2. Login Page

Single Sign-On (SSO): Users can access **everteam.meeting** within their network using single common user credentials. SSO authenticates the user for all the applications he has been given rights to, which improves user authentication and simplifies password management.
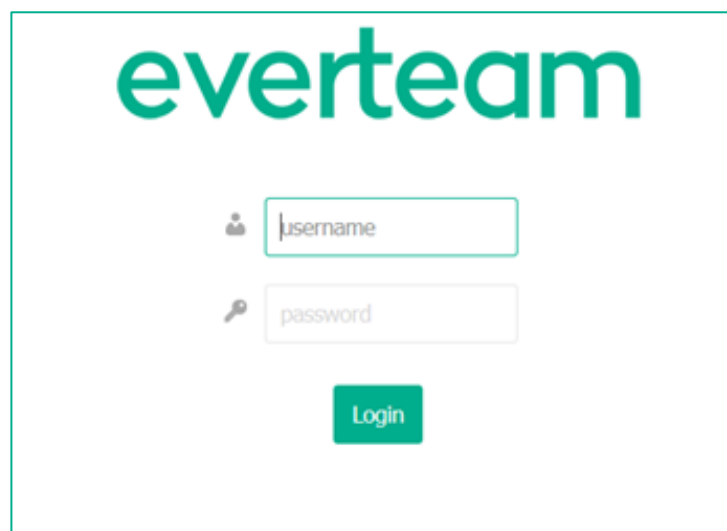The access to the system is controlled and restricted to authorized users.

Figure 1: Login

1.1.3. Home Page

The Home page offers a multi-tabbed interface, showing a tree form with different nodes containing New Operations, Advanced Search, Meeting Agendas, Meeting Minutes and other activities tabs.

1.1.4. Navigation Pane

The main nodes are displayed in the navigation pane tree:

- **Meeting Agenda**
  - o **Draft**: This node includes the meeting agendas prepared by the user but are not sent yet (the user prepares the meeting agenda and closes the page with or without saving).
  - o **New**: This node includes the meeting agendas received from the secretary's assistant to be reviewed. The secretary can review the meeting agenda, make some changes if necessary and then reply in order to send it back to the assistant or send it directly to the recipients.
  - o **Sent**: This node includes all sent meeting agendas.
- **Meeting Minutes**
  - o **Minutes Draft:** When all recipients of the meeting agenda send their reply about whether they will attend the meeting or not, the Meeting Agenda will appear in the "Minutes Draft" folder.
  - o **New:** In case the chairman or the deputy chairman rejects the decisions added by the secretary or her/ his assistant, the Minutes of Meeting will appear in the "New" node. This node also includes the Meeting Minutes signed and sent by the president.
  - o **Sent**: This node includes the sent Minutes of Meeting for acceptance or signature.

1.1.5. Side Bar

The side bar includes the following menus:

- New Operation
- New Meeting Agenda
- Meeting Registry
- Advanced Search
- And other menus

1.1.5.1. New Operation

The new operation menu enables users to submit a new action on the system whether it is to change their password, check their projects, add a new meeting, logout of the system or other.

1.1.5.2. New Meeting Agenda

Supposing that the secretary (or the Secretary's Assistant) has full access to all committees, creating a New Meeting Agenda for a committee is possible by selecting the name of the Committee from the dropdown list.
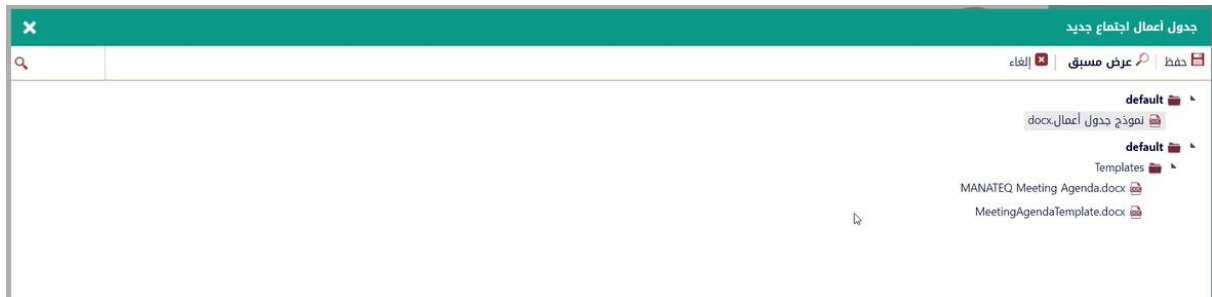
A form is then displayed, in which the user must register all attributes, Original Mail, and Attachment related to the meeting agenda.
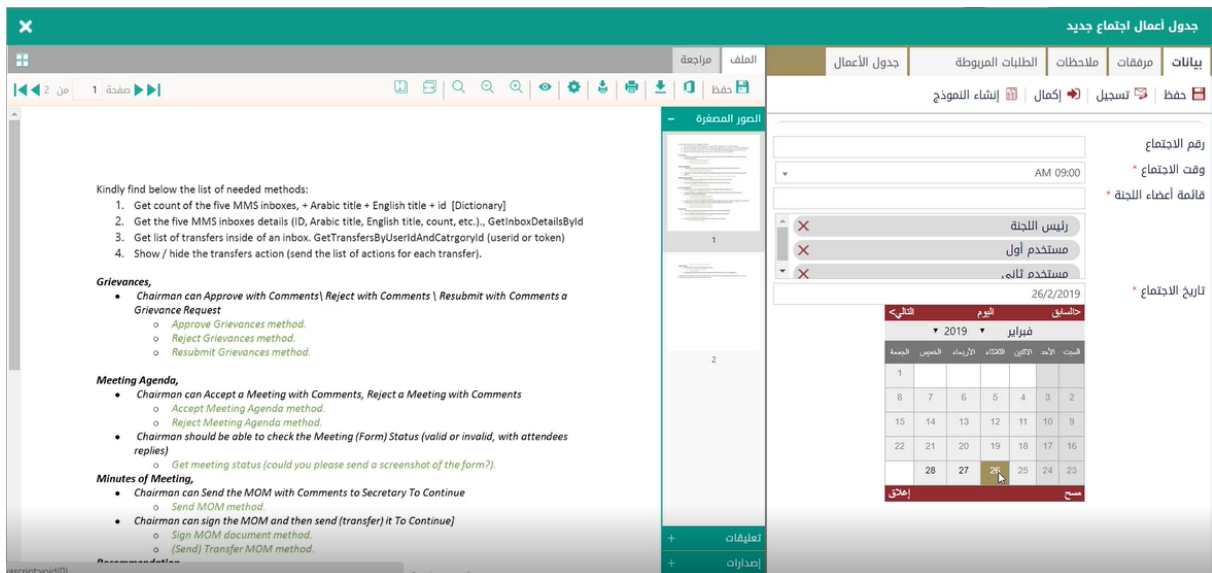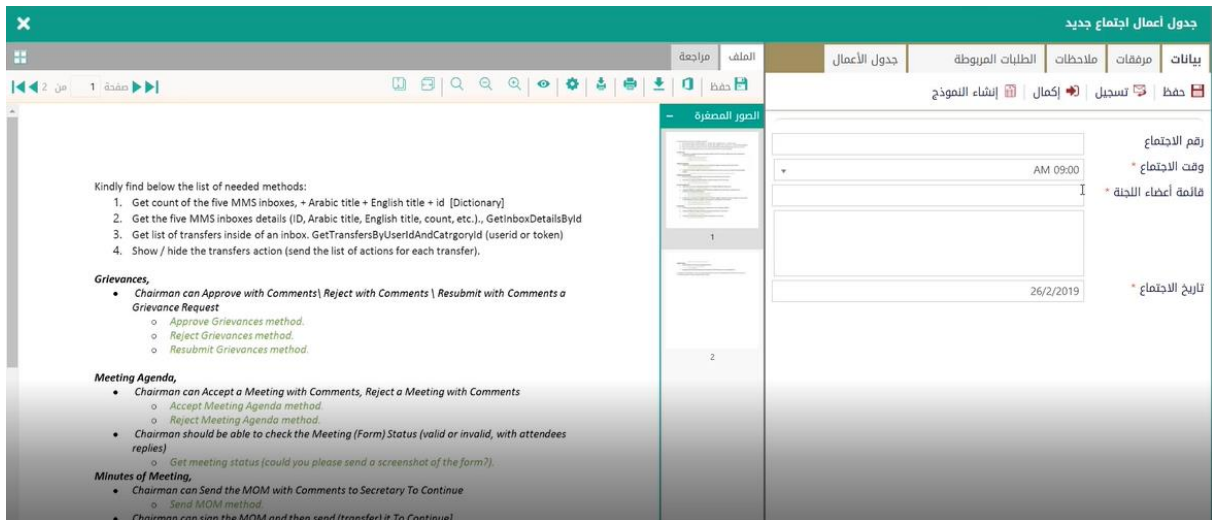

It is worth mentioning that upon filling in the attributes and saving the data, the system will generate a unique barcode for the meeting agenda.
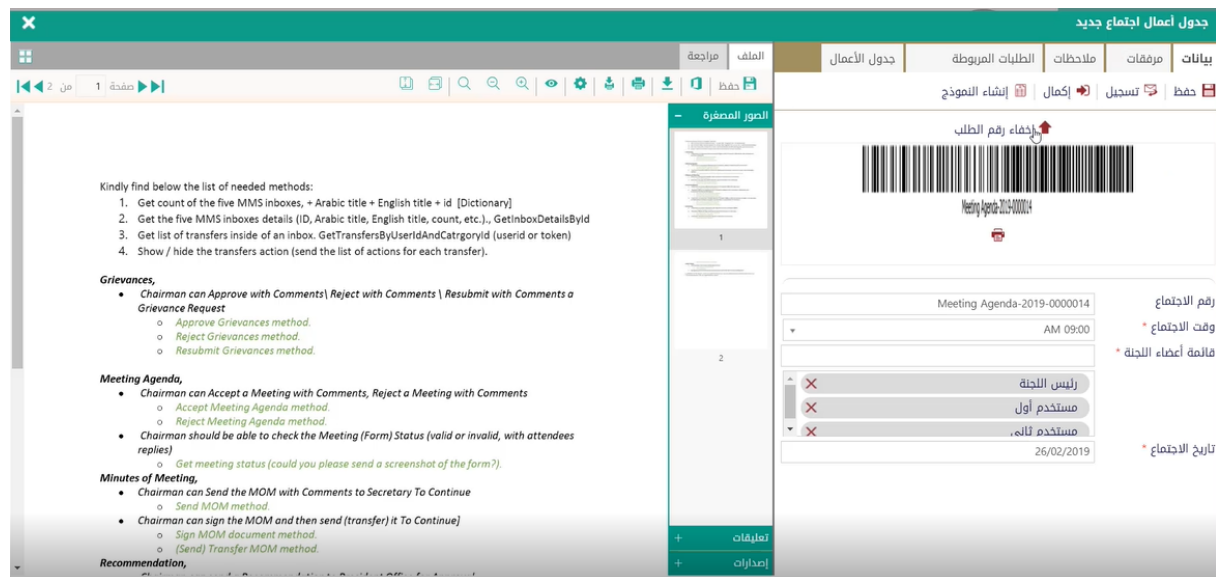
1.1.5.3. Meeting Registry - Meeting to Chairman

When the secretary prepares the final version of the Meeting Minutes based on the received comments (if any), she/ he will send the Minutes to the Chairman (or to the Deputy Chairman if he attended the meeting, unlike the Chairman) for signature (approval or rejection).
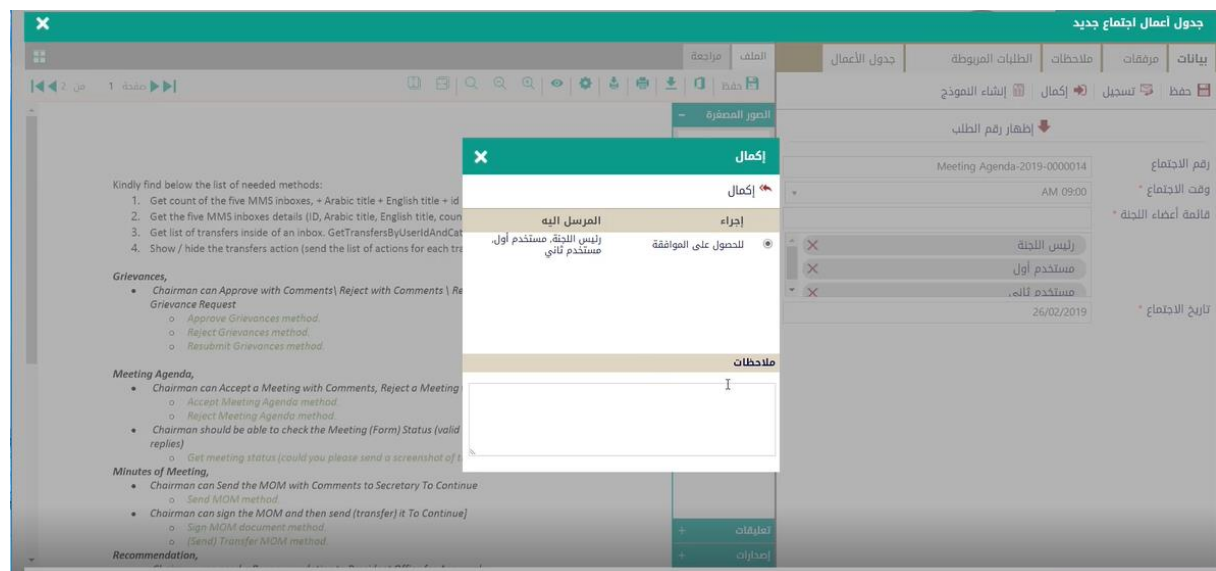
- If the Chairman rejects the Minutes of Meeting, it will appear under "New" folder for update.

- If accepted by the Chairman, the Minutes will be sent to the president, who signs it and sends it to the secretary for review, track, and print.

1.1.5.4. Advanced Search

This functionality allows users to search for Meeting Agendas, Meeting Minutes, using several search criteria (Document Type, Status, Document Sender, Document Recipient, From Date, To Date, Subject, etc.).

1.1.6. Rooms

Understand your rooms with analytics and identify problem areas. Full overview of all the meeting rooms

- Displaying the availability of meeting rooms.

- Meeting room number, floor number.

- Event name and Author.

- Sort & Filter Rooms by Features (AC, TV, HDMI)
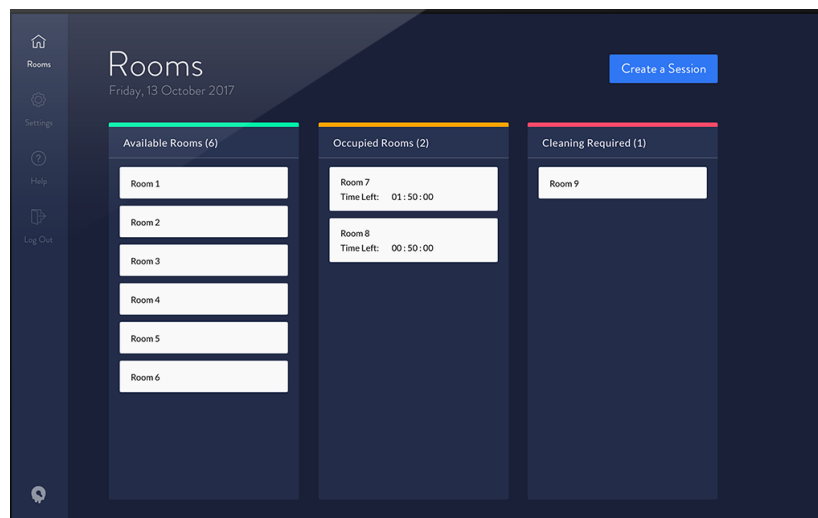
1.1.7. In-Meeting Services

Quickly request room services with a couple of clicks

- Beverages (coffee, tea, water)

- Cleaning or special setup

- Changing room layout (ex: add/remove chairs)

1.1.8. Integration with everteam.viewer

Being integrated with everteam.viewer, the system enables users, when attaching a document, to view its content.
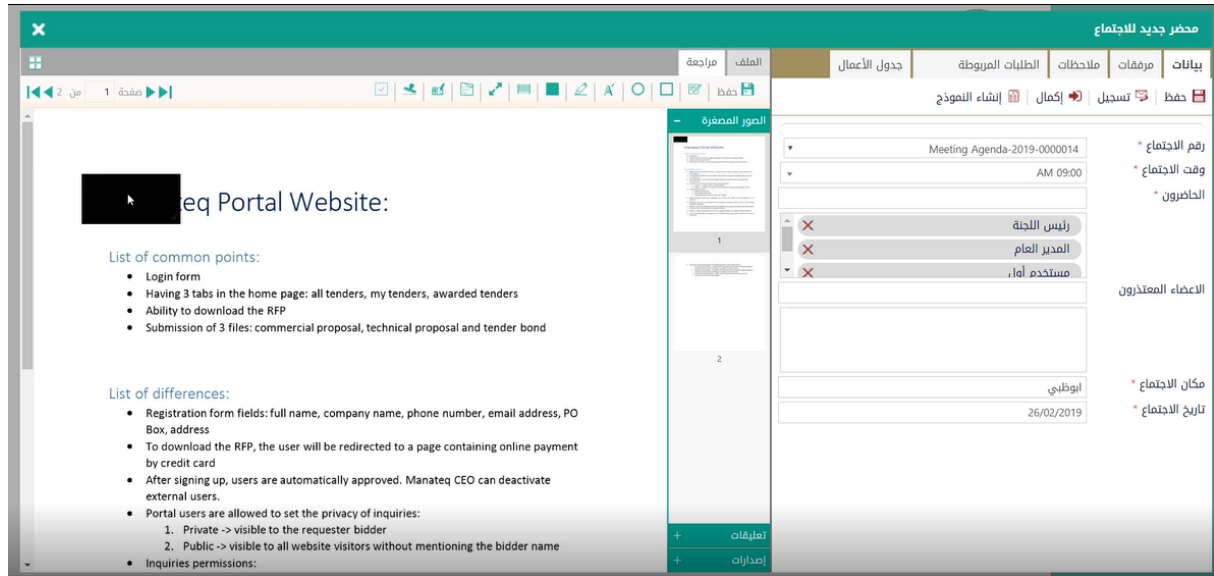

The user is also allowed to edit the document, draw shapes, add comments, highlight, stamp, and create a blackout annotation.

Icon	Title	Description
Save	Save	Allows to save the updates
□	Draw a rectangle	Allows the user to draw a rectangle over a specific area to hide its content
○	Draw an ellipse	Enables the user to add an ellipse on top of a certain document area to hide its content.
A'	Create a text annotation	Allows the user to create an add a text annotation to the document

	Highlight a text	Allows the user to highlight a certain region in a document
	Blackout	Allows the user to blackout a document zone
	Stamp	Enables the user to add a stamp to the content. Stamp values are: Approved, Confidential, Draft, Final Version, Reviewed and Revised.
	Create a barcode	Allows the user to create and assign a barcode to the content.
	Place a sticky note	Enables the user to add a sticky note to the document
	Draw a handwritten annotation	Allows the user to add a handwritten signature to the document.

Moreover, it is possible to browse between document pages.

1.1.9. Check Out

After making modifications on a document, the user is able to lock it using the Check Out functionality, thereby ensuring that no other user can change it while he/she is working on it.

1.1.10. Visual Tracking

This feature enables users to track Meeting Agendas, Minutes of Meeting, and other through various stages.

1.1.11. Notifications by Email or SMS

The secretary can receive notifications by Email or SMS in different cases, such as:

- Member attending or not attending the meeting
- The subjects to be discussed during the meeting
- When the Chairman (or Deputy Chairman) signs the Meeting Minutes
- Adding the President's comments to the meeting agenda

- Others...