

IT-BLOCKS

Professional Software Services

Int^oMeetings



Meetings are one of the most important activities in any organization. but due to the high load of work and the lack of meeting management they become a very hectic activity



Challenges

- Executives are very busy
- Agreement on meeting date and time
- Approval of meeting agenda
- Follow up on attendance confirmation / apology
- Cost of printing / sharing documents and board packs
- Confidentiality of meeting documents
- Follow up on action items
- Approval of meeting minutes
- Employees time / performance measurement
- Access to previous meeting minutes
- Availability of meeting rooms
- Employees of different languages
- Everyone uses different gadgets

Ideal Solution

- Synchronized calendars
- Increased collaboration on Agenda development
- One place to follow up confirmation / apology
- Digitized documents and e- sharing
- Personalized Secured documents
- Action items progress reporting
- Work flow for meeting minute approval
- Dashboards on employees performance measurements
- Centered store for all meetings
- Simplified search
- Multilingual solution
- Solutions that works on any platform

Desired Outcomes

- Calendar Management
- Agenda Builder
- Attach Meetings Documents
- Taking Notes
- Adding Suggestions & Comments
- Send Notifications and Alert
- Manage Voting
- Meeting Minutes Approval
- Tasks Management
- Meetings and Tasks Archive
- Follow up Dashboard
- Committees Management
- Meeting Rooms Management
- Reporting & Dashboards
- Bilingual Interface
- Responsive Design



IT-Blocks

IntoMeetings

All Your Meetings at Your Fingertips

Collaboration

- Meetings calendar
- Invitations
- Share documents and board packs
- Notifications and alerts
- Suggestions and comments
- Take Notes
- Voting
- Meeting minutes approval
- Actions items progress reporting

Increased Savings

- Reduce paper printing costs
- Simplify communication
- Optimize meeting rooms utilizations
- Simplified access to archived meetings
- Integration with installed systems

Governance and Follow up

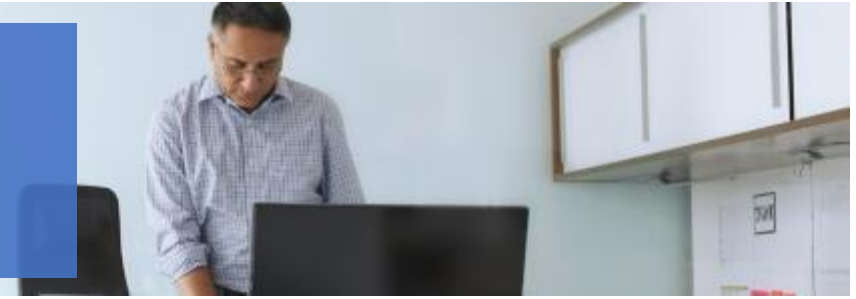
- Role based system
- Committees management
- Performance dashboards
- Action Items progress reporting
- Participation reports
- Secured documents

Maximize Utilization of Current MS Technology

- 24/7 availability on MS Azure
- Single sign on using Active directory
- Sending email notifications using Exchange
- Calendar synchronization with Outlook and Exchange online
- Store and share documents on OneDrive

IntoMeetings does not only increase meetings efficiency but also reduces the printing costs of board, committees and other day-to-day meetings

<IT-Blocks> <IntoMeetings> + Microsoft Azure + Office 365



In order to build on the value of existing technology and maximize utilization, IntoMeetings is integrated with Active Directory, MS Azure and MS Office 365

Solution Alignment

IntoMeetings+ Active Directory

- Single sign on
- Map Organization chart
- Personalized security



IntoMeetings+ Azure

- 24/7 Availability
- Database backup and restore
- Administration Support and maintenance



IntoMeetings+ Office 365

- Calendar synchronization
- Sending email notifications
- Storage share documents on OneDrive

