AvePoint

Meetings Pro

Outsmart the Chaos. Bring Innovation to Your Meetings.

STEP 1

Bob, a project manager, is hosting a series of meetings. He uses AvePoint Meetings Pro to organize it.

Bob opens Outlook and creates a new Meetings series. He selects an attendee list that was automatically created from previous meetings.

STEP 2

His project team receives an invite that includes a link to a shared collaboration space. When it comes time for the meeting, the team can instantly join Bob's Meetings space.

STEP 3

Bob and his team simultaneously take meeting notes. An auditable record of actions, comments, and decisions is captured and synchronized in real time.

STEP 4

A decision is made that Suzy, a project analyst, must follow up on an issue. Bob creates a task within the Meetings app, sets a due date, and assigns it to Suzy.

Seamless integration allows Suzy to manage her task from My Tasks in Outlook, or directly in the Meetings space in SharePoint – whichever she prefers. Suzy can also reassign the task.

STEP 5

Bob can now review the discussion that Meetings has recorded and stored to make sure action items have been completed.

END RESULTS

For Business Users

A consolidated, streamlined meeting space and integration with existing tools simplifies the meeting process, while ease of use promotes collaboration.

For Project Managers

Increase collaborative efficiency, improve project accountability, and surface actionable information for better decision making.

For Compliance Managers

Easily search and audit organizers and minutes, invitees and attendance, and more key information including proposals, decisions, content shared, and action items created.