

Make Your Meetings Count

Collaborative Team Meeting Information and Action Item Management

MeetingSense is an affordable hosted software service that empowers teams to easily capture, distribute, and collaboratively manage meeting information and action items online in real-time. MeetingSense has proven to eliminate hours of wasted time, save thousands in operational costs, and dramatically decrease IT burden while providing standardized meeting structure that drives overall business productivity.

MeetingSense Will Help You:

- Save up to \$15,000 and over a month of wasted time per user, per year.
- Establish clear-cut accountability by tracking meeting deliverables in real-time.
- Institute standardized, structured best practices that drive team efficiency.
- Salvage up to 7 hours of wasted time per team member every week.
- Drive complete meeting & action item transparency across the enterprise.
- Measurably decrease IT system burden and reduce email and storage load.

MeetingSense - Meeting Collaboration Lifecycle

1 Prepare MeetingSense Meetings From Outlook

Easily schedule, prepare, or start MeetingSense meetings directly from your Outlook calendar.



2 Collaborate Online Pre & Post Meeting

Teams track, collaborate, and manage meeting information, action items, and more online in real-time.



4 Instantly Distribute Meeting Summaries

Send meeting minutes summaries and action items via email and/or publish them online for team collaboration.



3 Capture Meeting Information & Action Items

Replace inefficient note taking methods with effortless meeting information capture and action item tracking.



FREE 30-Day Trial
www.meetingsense.com/try

For more information call: +1(888) 761-1118 | Visit: www.meetingsense.com

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InfoWorld

"MeetingSense 2.0 is one of those rare products that uncovers and then solves a common business need near perfectly."

How MeetingSense Works

Get Up & Running In Seconds!

MeetingSense Capture™, the MeetingSense capture and publishing application, installs and integrates into your Outlook Calendar in seconds, eliminating any IT burden. Then easily schedule, prepare, or start MeetingSense meetings directly from your calendar... no training needed! To collaboratively track and manage published meeting and action item information, simply login to your online MeetingSense dashboard using any web browser.

Preparing for Your Meetings

To start using MeetingSense, schedule and then prepare or start MeetingSense meetings directly from your Outlook calendar. Right-click on an available meeting time and select New MeetingSense Meeting to schedule a new meeting. To Prepare or Start MeetingSense Meetings, right-click on previously scheduled meeting requests and select Prepare or Start MeetingSense Meeting. MeetingSense Capture will automatically import participants, files, and the agenda to get you started.

During Your Meetings

MeetingSense Capture is the single, intuitive application for easily capturing all of the information and action items shared during your meetings. MeetingSense Capture seamlessly replaces cumbersome traditional note taking tools (like Microsoft Word) to help you efficiently chronicle every aspect of your meetings. Quickly and easily capture every aspect of your meetings, including:

- Roll call
- Agenda
- Document sharing
- Key points & decisions
- Audio
- Minutes
- Action items
- Much more

When Your Meetings End

Instantly send all of your captured meeting information via a comprehensive, organized HTML email summary before people even get back to their desks! The meeting record containing all of your captured information can also be published online to facilitate real-time team collaboration, or can be kept private for editing until you are ready to share with others.

Instant, Anytime Access to Your Shared Meeting Information

Sign in to your online MeetingSense Dashboard via any browser to track action items, manage meeting information and files, and collaborate with team members in real-time. Pre AND post meeting collaboration ensures that constantly evolving meeting and action item data is maintained in a single, intuitive shared online repository that allows for total information transparency and optimized team productivity.



"MeetingSense has given LSI a competitive edge... MeetingSense ensures very effective team communication and helps us to drive successful and timely program launches." - Jackie Green | LSI, Inc.



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