

GARAIO AG
GARAIO Meeting



GARAIO LABS



Our Tool provides an industry independent solution to increase overall meeting efficiency significantly.



GARAIOLABS



Challenges

Meetings are often unstructured and inefficient
Preparation and Documentation of Meetings are time consuming
No reuse of agenda, minutes, templates
People spend way too much time in badly organized meetings

Market research shows:

- 70% of all meetings have no agenda
- Leaders are 60% of their time in meetings
- 70% of all meetings end with no specific actions
- See also <https://www.kennorton.com/essays/meetings-that-dont-suck.html>



Ideal Solution

An easy to use application available on all my devices
OneStop-Shop for all meeting documents incl. Annotation
Location independent
High transparency

- The new way of work is paperless and location independent
- People want to work on their own devices (BYOD)
- full transparency at all time is required



Desired Outcomes

Comprehensibly Meeting-Minutes
Consistent Information for all participants
Increased efficiency – save time and money

Meeting Minutes are generated by our solution automatically
Information is stored in a single place and shared across all participants. (One top shop)
Notetaking can be done directly with a pen on the meeting documents





We make meetings more efficient and comprehensible

Effective preparation

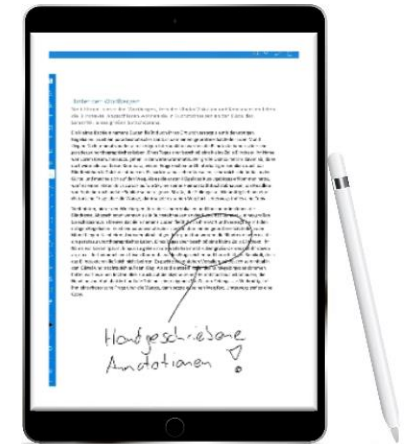
- Agenda items are submitted by the participants directly
- Time management is covered by the solution
- Invitations are sent out automatically

Efficient participation

- Documents are synchronized automatically to your tablet thru oneDrive
- Protocols are done online directly within the meeting
- Agenda Items can be sent to another committee

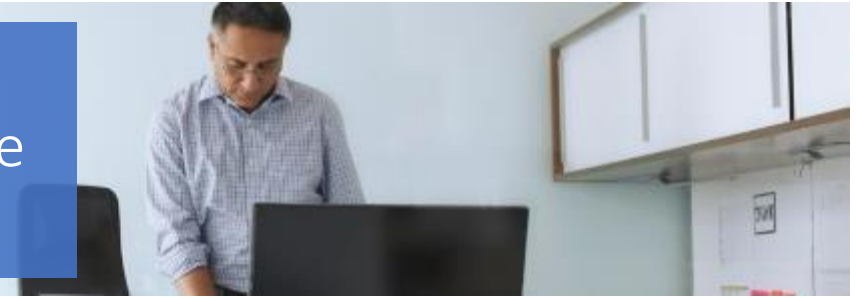
Easy followup

- The Protocol is sent directly to the participants after the meeting
- Decisions are stored for further evaluation
- Analysis of all information can be done easily



Swiss Railway (SBB): With the electronic meeting management, we have noticeably increased the efficiency for meeting participants and back office employees. Our Business can now be planned and managed easily and across all committees.

GARAI0 – GARAIOMeeting + Microsoft Office 365 & OneDrive



Meeting working based on Office365 and Microsoft Azure allows customers to take advantage of the cloud. Supports new way of work based on modern state-of-the art collaboration tools like Office365. Information is stored in a single place and shared across all participants. (One top shop) and provides a unique device independent seamless user experience

Solution Alignment

Supports new way of work based on modern state-of-the art collaboration tools like Office365

The new way of work is paperless and location independent

Notetaking can be done directly with a pen on the meeting documents

Increased efficiency – save time and money



Information is stored in a single place and shared across all participants.

Access from Everywhere

Always up-to-date

Consistent Information for all participants



Device independent seamless user experience

An easy to use application available on all my devices

People may to work on their own devices (BYOD)

Microsoft Standard based toolset

