

ONE PAGER

Meeting 365

"We spend more than 5 hours in meetings per week. Preparing them takes about 4 hours and the actual actions are scared away by our unproductivity. Too much time wasted on meetings."

The solution? Meeting 365! With Meeting 365 you are: **informed**, **prepared** and your meeting will be **efficient**.



STEPS WITH MEETING 365

ORGANISE	<ul style="list-style-type: none">● Create agenda● Add participants● Send invite
PREPARE	<ul style="list-style-type: none">● Add documents● Share tasks and decisions● Create personal notes
MEET	<ul style="list-style-type: none">● Content per agenda point● Create and allocate tasks● Record decisions
ACT	<ul style="list-style-type: none">● Copy unfinished business to the next Meeting● Carry out your Tasks

COSTS & REQUIREMENTS

Meeting 365 is available from € 720 per organization per month. The app is easy to install and can be used in any Office 365 environment.

MORE INFORMATION

www.qssolutions.cloud/products/meeting365