

PRESENTATION



Meeting 365

WE SPEND A LOT OF TIME IN AND ON MEETINGS!

“We spend more than 5 hours in meetings per week. Preparing them takes about 4 hours and actions agreed on in the meeting often don’t get done. Imagine how much more productive we could be if this process was more efficient”



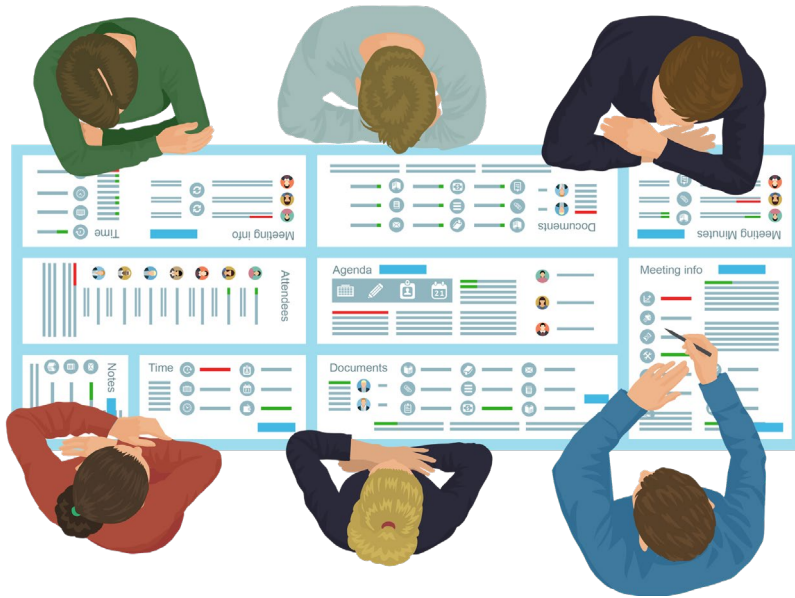
*Meeting
a'clock*

THE SOLUTION?





Meeting 365



We designed Meeting 365 to make you and your team more productive before, during and after every meeting. Meeting 365 helps prepare for the meeting, be more efficient during it, and supports you and your team in completing tasks agreed on in the meeting – on time. All meeting information and content is online and available from any device, anywhere and anytime.

WHY MEETING 365?

- Integrated with Office 365
- Work in the cloud
- Paperless meetings
- Add personal notes and thoughts
- Archive your meetings and documents
- View your tasks
- Record Decisions

ORGANISE

- Create agenda
- Add participants
- Send invite

PREPARE

- Add documents
- Share tasks and decisions
- Create personal notes

MEET

- Content per agenda point
- Create and allocate tasks
- Record decisions

ACT

- Copy unfinished business to the next Meeting
- Carry out your Tasks



HOW DOES IT WORK?



1. ORGANISE

Drafting and sharing the agenda.



2. PREPARE

Add documents, tasks, decisions and notes.



3. MEET

Running the meeting copy unfinished agenda points and content to next meeting automatic generation of minutes.



4. ACT

Meeting finished, archive and go!

WITH MEETING 365
YOU ARE!

INFORMED
PREPARED
EFFICIENT



COSTS

Meeting 365 is available from
€ 720 per organisation per month
and can be installed in any
Office 365 tenant.

WHERE TO FIND?

www.qssolutions.cloud/products/meeting365/

