

# 40%

of inefficient meetings

# 90 h / year

lost per person in inefficient meetings

# 6 weeks / year

spent in meetings by a manager



**The solution:** Aster, the smart assistant for smart meetings, integrated into your agenda that prepares your meetings, makes them more efficient and less time-consuming.

## Schedule my meeting with Aster

Directly from your agenda, specify the purpose of the meeting, the agenda and the roles and expected contribution of each participant.

 Outlook  Suite

### Meeting name

Project AAA reporting

### Meeting goals

Follow KPIs and tasks

### @thomas

☒ Responsible ☐ Accountable ☐ Consulted ☐ Informed

### Expected actions

Show sales metrics

Enregistrer



@Azzadine, tu es leader sur l'enjeu de #suivi des clients. Charge à toi de définir les sujets à discuter

Mercredi, 3:20 PM



Pour moi le sujet principale est de définir une date et un nouveau format pour la formation des utilisateurs chez EntrePrise SA.

Mercredi, 3:20 PM

Tapez votre message...

## Everyone prepares the meeting

Participants will be reminded and guided by our Aster bot (in Teams, Slack or Skype) about what they must prepare prior to the meeting : Aster collects contributions.



Microsoft Teams



slack



Skype

# Automatically generate the minutes

Once all information has been collected, Aster automatically generates the minutes. Identify decisions, points to be discussed or actions to be taken.

## • Week update - Session #1

Follow-up - @thomas @jb @elodie @zuza

Done!

## • Week update - Session #2

Follow-up - @thomas @jb @elodie @zuza

8d 23h

Contribute

## Minute

Week #1 update - List and assign week priorities

2018/08/23 10:06

### ✓ Content and style



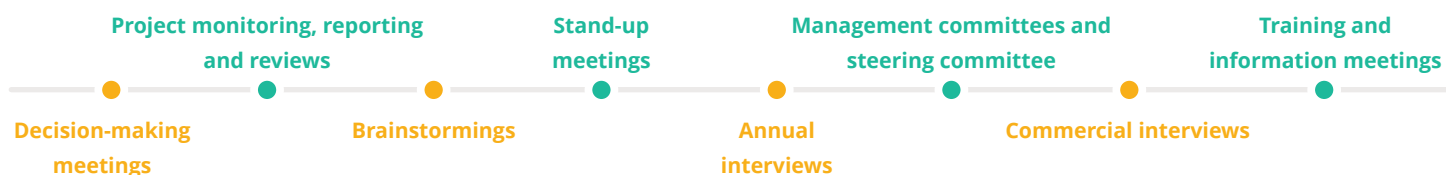
What will be the content, what will be the style, and which resources will we need?

Save

## Monitor actions from a meeting to the next one and anchor your routine

The next meeting will start from the minutes of the previous meeting, allowing a simple and effective follow-up.

Aster, a smart assistant to prepare and optimize all your meetings



### Bertrand Rojat

Technology Center Director, at Orange

We immediately saw the interest of the solution. At Orange, we work intensively in project mode; the first use was to support project teams from their kick-off meeting. The teams thus implement the optimal conditions for collaboration.

## References



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