

All Your Meetings at Your Fingertips

Manage your meetings and follow up on your action items

With the fast pace of business, executives spend most of their time hopping from one meeting to another. Meetings have become one of the most important activities in any organization. Yet due to the high load of work, meetings are becoming very hectic activity. **IntoMeetings** has been specifically designed to meet all the needs of modern organizations to document meetings, meet governance requirements and facilitate the follow up on action items..

What is IntoMeetings?

IntoMeetings is a meeting management solution for boards, committees and executives. It manages calendars, agenda, invitations, running the meetings, voting processes, minutes' distribution, authorization cycle and archiving of meetings minutes in addition to following up on action items and managing meeting rooms and committees data.



Why customers use IntoMeetings?

- **IntoMeetings** manages all enterprises meetings
- **IntoMeetings** securely archives all meeting documents and minutes in one store
- **IntoMeetings** follow up module reports progress on action items
- **IntoMeetings** dashboards analyzes employees and committees performance and meeting rooms utilizations
- **IntoMeetings** supports Arabic and English languages

Meeting Preparation

- Calendar Management
- Meeting Setup
- Agenda Builder
- Attach Meetings Documents
- Take Notes
- Add Suggestions & Comments
- Send Notifications and Alert

Meeting Management

- Run the Meeting
- Manage Voting
- Take Meeting Minutes
- Meeting Minutes Approval
- Tasks Management
- Meetings and Tasks Archive
- Follow up Dashboard

System Setup

- Committees Management
- Meeting Rooms Management
- Reporting & Dashboards
- System Settings
- Multiple User Roles
- Bilingual Interface
- Responsive Design

Simplified preparation process, facilitated collaboration, instant notifications and sharing digital meeting documents .

Attendance, voting, meeting minutes, action items, progress reporting and follow up

Access your meetings any time from any device

IntoMeetings does not only increase meetings efficiency but also reduces the printing costs of board, committees and other day-to-day meetings



- Board, Committees and day-to-day meetings
- Reduce paper printing cost
- Facilitate collaboration and Securely share meetings documents
- Simplify meetings preparation and minutes approval processes
- Assign action items during meetings
- Report progress on action items
- Follow up on action items



- 24/7 availability on MS Azure
- Single sign on using Active directory
- Sending email notifications using Exchange
- Calendar synchronization with Outlook and Exchange online
- Store and share documents on OneDrive

Our promise to you

IntoMeetings offers you a QUICK-WIN with Instant Implementation and guaranteed satisfaction

An offer to get you started

- Simple Implementation that takes No time
- Flexible No. of users from only board to enterprise-wide implementation
- Secured online-offline access to meeting documents and board packs
- Friendly User interface
- Readily integration with office 365, Azure and active directory
- Personalized dashboards



- Access, manage and follow up on all your meetings from one place
- Store and save all meetings documents digitally in one single store
- Have a full look on employees, committees, meeting rooms and organization performance by IntoMeetings dash boards and reports.
- Centrally manage and simplify communications between meetings members before, during and after meetings

Why IT-Blocks?

IT-Blocks is a professional software services provider delivering business solutions to its clients in Middle East & Africa. Building on our partnership with Microsoft, and other leading technology vendors, we provide a portfolio of information technology, applications and business process outsourcing services. With around 150+ full-time professionals, two headquarters in Cairo and Riyadh and with access to many other professionals in different areas, IT-blocks strives to provide the highest quality service and maintain customer trust while continuing to add real value to the business.