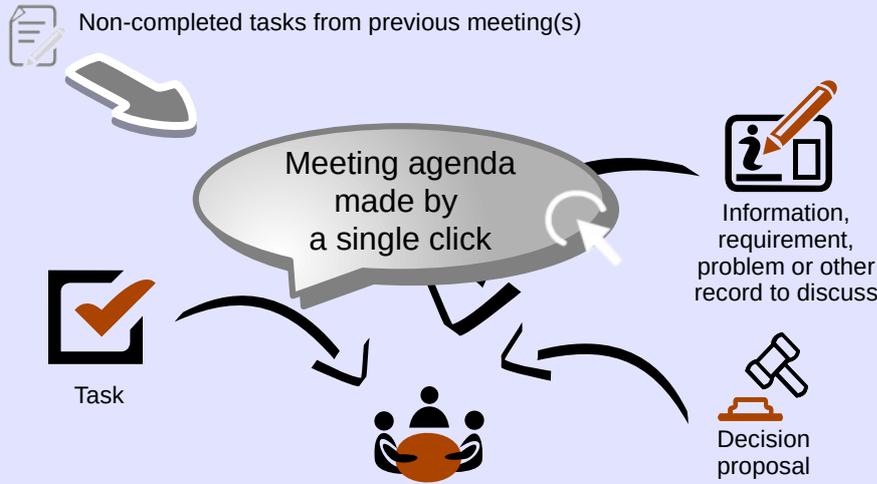


Meeting management

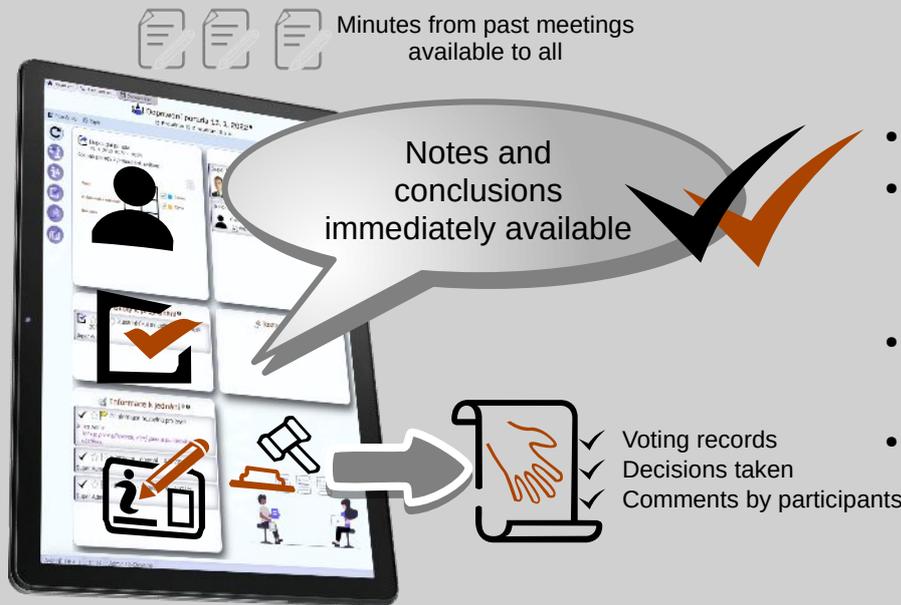


Meeting preparation



- Invited can see the program
- They can contribute points
- They know what will be on agenda
- They have the background to the meeting

Meeting execution



- Automatic registration of participation
- Possibility to record the minutes verbally (via a mobile phone)
- Online voting (instant documentation of voting)
- Remote participants have everything at hand (Recording does not block the screen sharing)

Sharing the meeting results



- ✓ Minutes immediately available ⇒ Approved on the meeting
- ✓ Available to all ⇒ Distribution task makes not sense (less work)
- ✓ Properly stored data ⇒ No need to search the meeting records (although its also available)



Meetings

Tasks – Decisions - Information



Task



- Clear responsibility
- Relationship to workflow
- Ability to delegate
- History of activities
- Attached to records,
to which the task relates
- Ability to plan

Information



- Structured
- Possibility to attach documents
- Encryption option
- Discussion, comments
- Publications
... to the intranet
... public bulletin boards on the Internet

Decision



- Group and individual
- More variants
- Discussion
- Vote
- Send to
with the option to
request confirmation

Voting



- Electronically
(from phone, computer)
- Group documentation
- Decision
- Anonymous and open
- Option to vote
... at the meeting
... for a set period of time



More than 50

Other supported records



Reminders, Discussions,
Shared & individual notes



Work task patterns linked
with the QMS
Methodologies, Rules



Projects, Delas, Actions



Requirements, Tests



Problems, Risks



Assets, products, Stocks



Documents & Records

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