



Meeting Tracker

An end to end meeting management solution to track vital meeting decisions & its compliances



Features:

- ✓ Meeting scheduling & Tracking
- ✓ Complete Monitoring of Meeting's and compliances of action plans
- ✓ Compliances by Meeting, Projects, Departments & Schemes wise
- ✓ Track Ownership & Accountability of Meeting decisions
Agenda Fulfillment
- ✓ Auto Alerts : SMS & e-mail
- ✓ Auto & Custom Escalation Process to Concerned
Department / Person / Admin
- ✓ Complete Dashboard View for all users
- ✓ System generated MIS reports & Analytics
- ✓ Application Completely Customizable as per client need

Solution built in a mode that configures the entire meeting architecture and decision tracking mechanism in a top-to-bottom approach.



Benefits:

- ◆ Complete meeting scheduling with respect to date, time, venue and participants
- ◆ Integrated with calendar, so that the date, time & venue details of the meeting can be viewed by all participants
- ◆ Meeting Notifications can be Sent / Receive through integrated e-mail facility
- ◆ Compliances by Meeting, Projects, Department, Schemes, Agenda & minutes
- ◆ Customized & Dynamic Dashboards for complete overview & immediate analysis of Action Plan & Compliances
- ◆ Intimation, Escalation & Alerts (Through SMS & E-mail)
- ◆ Track Accountability of Action Plans along with concerned Authority
- ◆ Systematization of meeting compliances in an organized & structured manner



Applicable For:

- ◆ Large Corporate, Enterprise or Organizations
- ◆ State/Central Government/Directorates
- ◆ Large NGOs/Donor Agencies/UN Agencies/Civil Societies to manage
- ◆ Event Management Company/ Event Managers

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INFOWAYS
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