

Danube

Meeting Master



Did you know?

75%
of people have received
no formal training on
HOW TO CONDUCT A MEETING.

25%
of meetings are spent
discussing
IRRELEVANT ISSUES.

A Fortune 50 company
estimates losses in excess of

\$75 Million

per year due to poor
meetings.

How effective are your meetings?

As business becomes increasingly global and cross-functional, collaboration is taking over the workplace. Silos are breaking down, connectivity is increasing, and teamwork is seen as a key to organizational success. On the other hand side, daily task management and meetings take too much time. Very often managers have an impression that meetings they attend are wasted time. There are several reasons behind that impression.

Attendees are not prepared for the meeting

Very often documentation has not been distributed to all meeting attendees on time, or some of them does not have the latest version of the topics that will be discussed during the meeting.

Meetings wander off topic

No matter how large or how small the group size or how carefully you've planned the agenda, your meeting is more than likely to eventually wander off topic. And when it does, the entire function's been lost.

Vague conclusions

Conclusions and meeting takeovers could be vague and unclear to attendees so the people could be confused about meeting outcomes and the next steps.

Lack of feedback

Although executive teams are able of making executive decisions, very often it is very hard to track decision implementation and it may seem that meeting decisions are just the wish list rather than action points.

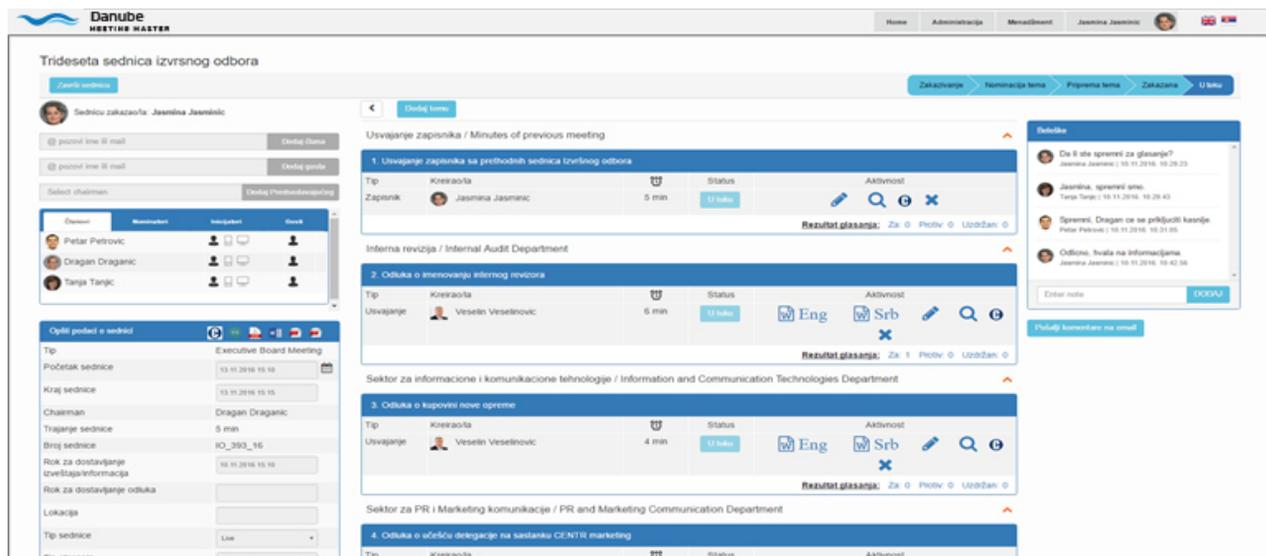


Achieve results by bringing clarity to the meeting purpose, process, and outcomes



Danube Meeting Master is a collaborative tool that provides support for meeting organization activities, meeting execution and meeting follow-up activities.

Meeting attendees could participate the meeting personally or by using mobile or desktop device. Unlike web conferencing software products, Danube Meeting Master is designed to drive results by bringing clarity to the meeting purpose, process, and outcomes.



Danube Meeting Master is a perfect tool for Meetings like Board of Directors, Product Boards, Credit Approval Boards, Shareholders boards, and other formal meeting types that are followed with the executive decisions.



Meeting Organization

Danube Meeting Master gives an ability to the meeting organizer to schedule the meeting and to invite all relevant participants, to nominate the meeting topics, to prepare meeting topics and to upload supporting documentation.

Danube Meeting Master supports integration with Outlook calendar.

Meeting Execution

Danube Meeting Master gives an ability to the meeting participants to discuss and vote during the meeting for the previously submitted topics. By having Meeting Master, organization, internal and external stakeholders will always have a tool capable to depict the way how and why decisions were made. On the top of that, once when it come to the conclusion, all decision made by meeting participants could be easily electronically signed.

Online conferencing tools integration

Integration with Hangout, Skype...

Meeting follow-up

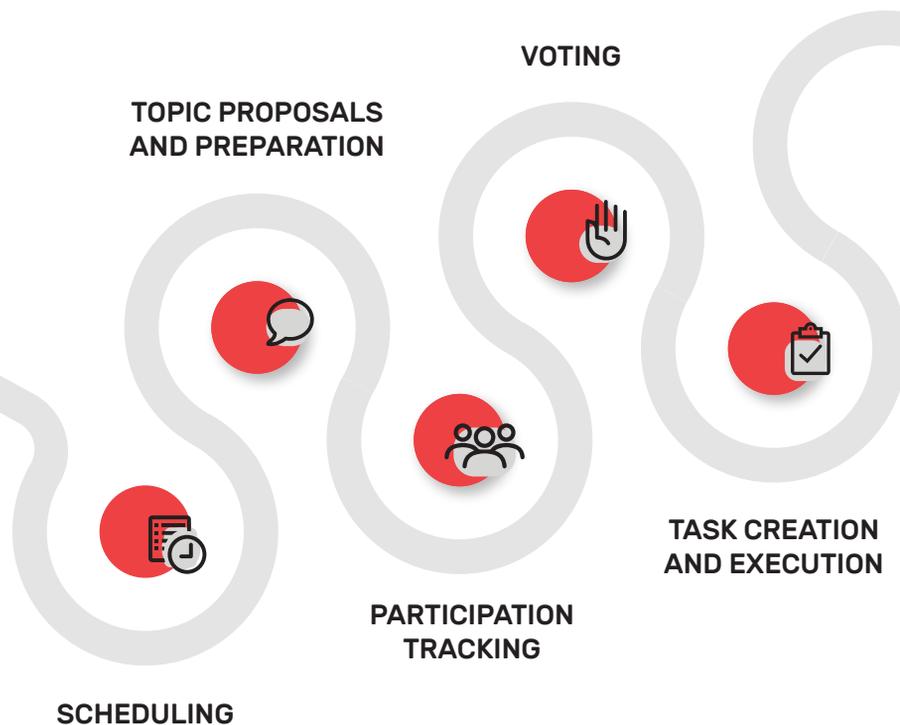
Danube Meeting Master gives an ability to the all meeting participants to understand what is the meeting outcomes and to follow up meeting action points.

Decision implementation

Danube Meeting Master gives an ability to the all interested parties to follow up implementation of the decisions brought on the meeting. Regardless if the execution of the decisions is in Danube or external system, (like Jira or Confluence) Meeting master is capable to track and report about the decisions implementation progress.



Meeting Master covers all phases of the meeting process:



- ✓ Supports different types of meetings with different users, roles, topic types...
- ✓ Provides customizable meeting workflows for different meeting types
- ✓ Integration with Atlassian Confluence file system provides unlimited storage for meeting documentation
- ✓ Creates meeting agenda, meeting documentation and meeting minutes on a single click
- ✓ Highly configurable system of permissions based on user group, user role, organizational unit or department allows full control of what can be done, viewed or edited

Danube Meeting Master is a web based application which can be implemented in private, public or hybrid cloud

Application can be accessed through a web browser or mobile device

Fully integrated with Windows AD

Fully integrated with Atlassian Confluence file system

Integration with online conferencing tools, Hangout,

Skype

Technical requirements:

Windows Server 2008 R2 Enterprise or above

Installed Microsoft .NET framework: 3.5 and 4.5

Web Server: IIS 7 or above

SQL Server 2012 Express or above



Want to know more?

To learn more about Danube Meeting Master, please visit:

<https://getbgd.com/products/danube-meeting-master/>

For any inquires, questions or quotes, please contact GET Sales & Consulting Service.

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About Global Engineering Technologies

Global Engineering Technologies (GET) is Serbian company founded in 2007 with headquarters in Belgrade and is recognized as a reliable ISV and IT outsourcing company on the international market. Specialized in software development, Product Development, Consulting and IT outsourcing services. One of the fastest growing IT companies in SEE with Microsoft and Atlassian partner status. Business experience in the automotive industry, banking and financial services, logistics, and the retail industry.