CONFERENCE & MEETING MANAGEMENT SYSTEM

The Overview

Conduct meetings online through video conferencing, save all your historical data in one place in organized folders, upload signed documents for your ready reference, save time by searching data through key words. Voting features for all agenda items to ensure safe, secure and transparent records. Attendance recording for annual compliance and annual report data preparation..

Main functionalities:

- Distribution of Agenda, Notices, Minutes and Circular Resolutions.
- Annotation, Comments, Freehand highlighting agenda document.
- Archive & two-way secured communication.
- Voting, Action Taken Report.

Product Features:

- On-premise installation.
- Secured platform.
- Any device access
- Digital Signing and storage
- Attendance Management
- Conference Recording

SEND MEETING RECORDS

Easily send meeting agenda, draft resolution and draft minutes from the software to your board members and get it approved.

VIDEO CONFERENCING

Connect virtually to enhance the board meeting experience. CMMS offers to join the meeting via video conferencing from any part of the world enabling seamless meeting affair.

CONDUCT BOARD MEETING FROM THE SOFTWARE

No need to maintain log of the participants attending the meeting. Simply prepare attendance sheet from the software. Also e-voting feature is available.
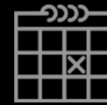
ACTION TAKEN REPORT

Create action taken report from this ready to use software. Simply enter in your agenda item and allot task to team members. Status of each task can be updated online and hand by hand your action taken report will be prepared.

CENTRALIZED REPOSITORY

Keep all your meeting records in one place. No need to search for them in your hard files or soft folder or email boxes.

BLOCK YOUR CALENDAR

Google calendar of the invitees to meetings can be blocked from CMMS Board Meeting thereby, scheduled reminders can be sent and your invitees can adjust their schedules accordingly

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