

# Meeting: the Swiss meeting management software

## The solution adapted to every type of meeting that improves efficiency.

The success of a meeting all comes down to prep work. The better organized, managed and monitored it is, the more effective it will be, and the more efficiently the meeting participants will be able to use their time. Meeting as a piece of software puts the agenda items at the heart of the solution, meaning that meeting participants have an easier time accessing information, and they can be more efficient.

### What is the meeting management solution Meeting?

Meeting, the perfect tool for preparing, coordinating, monitoring and selecting agenda items, enables quick and effective decision-making. As it allows you to set up many different types of meetings, it's a great solution in all areas: public administrations, Boards of Directors, group meetings and many more session types. Meeting is a solution that is hosted and developed in Switzerland.

### What are the advantages of Meeting?

By placing the agenda items at the heart of the solution, Meeting ensures documents are centralized in a single tool. The decision history and the built-in, full-text search engine allows you to find all sorts of information quickly and easily. Save time and make quicker decisions with one-click access to all the relevant documents.

### What features are built into Meeting?

This meeting management solution comes with various features, but here are the six key ones :

#### 1. Item and version history

This software allows you to track the history and the different versions of a document in the tool by conducting a simple search.

#### 2. Built-in electronic document management (EDM)

Built-in EDM allows you to manage rights, to use versions of a document that are linked to the agenda items or meetings, and it optimizes the process of searching for information.

#### 3. Full-text search

The character recognition function means all documents can be searched in the software. In other words, Meeting allows you to find information very quickly in the agenda items or the annexes.

#### 4. Integration of all common document formats

Word, Excel and PDF documents can be downloaded, modified and saved directly using Meeting. These documents can be opened in read-only mode at the click of a mouse, and several people can work on the same document.

#### 5. Automatic conversion of documents into PDF format

The documents are converted automatically into PDF format to improve your overview. This conversion is done in Meeting as soon as you open the document in its original format.

#### 6. Centralization of information relating to a particular item in the same place

This option allows you to improve efficiency and to reduce search time. Everything needed to address an item is stored in the item itself. Decisions, votes and annexes can be viewed at the click of the mouse.

All these features are centralized in Meeting, which allows for effective support when it comes to monitoring and decision-making, either from your desk or remotely.



## How is Meeting implemented?

Meeting is a solution that's independent of other software, and can be integrated seamlessly into your current ecosystem. A project manager will be assigned to you at the start of the project and will be your main contact. After validating your requirements and the different types of meetings you want to manage, the project manager will work with you to plan out each stage for implementing Meeting as your new meeting management solution.

With 40 years of expertise as a ICT solution publisher and integrator under its belt, T2i Group is Swiss Post's ICT specialist in digital transformation. Its expertise and experience in developing solutions and working with clients in both the public sector and the corporate world make it a trusted partner. When launching an IT project, you can rely on Groupe T2i's expertise.

**“ For me, the main strength of Meeting is its search engine. When a councillor looks for information, they can find all the relevant information on an agenda item at the click of a mouse, which enables them to make a decision right away. ”**

Nathalie Hejda, Head of Finance, Sorens municipality



**“ It's great and very easy to find the history of files, as well as the circumstances under which decisions were taken. ”**

Georges-Henri Débois, Municipal Councillor, Saint-Martin municipality