



“REDUCE
TIME AND
COSTS
RELATED
TO
MEETINGS.”

YOUR BOARD MEETINGS ARE CRITICAL TO THE SUCCESS OF YOUR ORGANIZATION.

Your administrative resources are limited and pulled in many different directions.

Preparing for board meetings is just one of those tasks and often requires significant time that is taken away from other important work that needs to be completed.

Why spend excess time on tasks like preparing the agenda?

It's time to simplify your board meeting process.

When you take advantage of the AgendaPlus advanced workflow engine, every step of the process is streamlined and simplified.

Your new meeting process will reduce labor costs saving thousands of dollars each year.

Your board members will appreciate this easy-to-use application, with access to all of the relevant information.

Before, during, and after your meeting, members will be able to review the agenda, supporting documents, and all past meeting minutes to support them in making more informed decisions.

Real-time Meeting Management

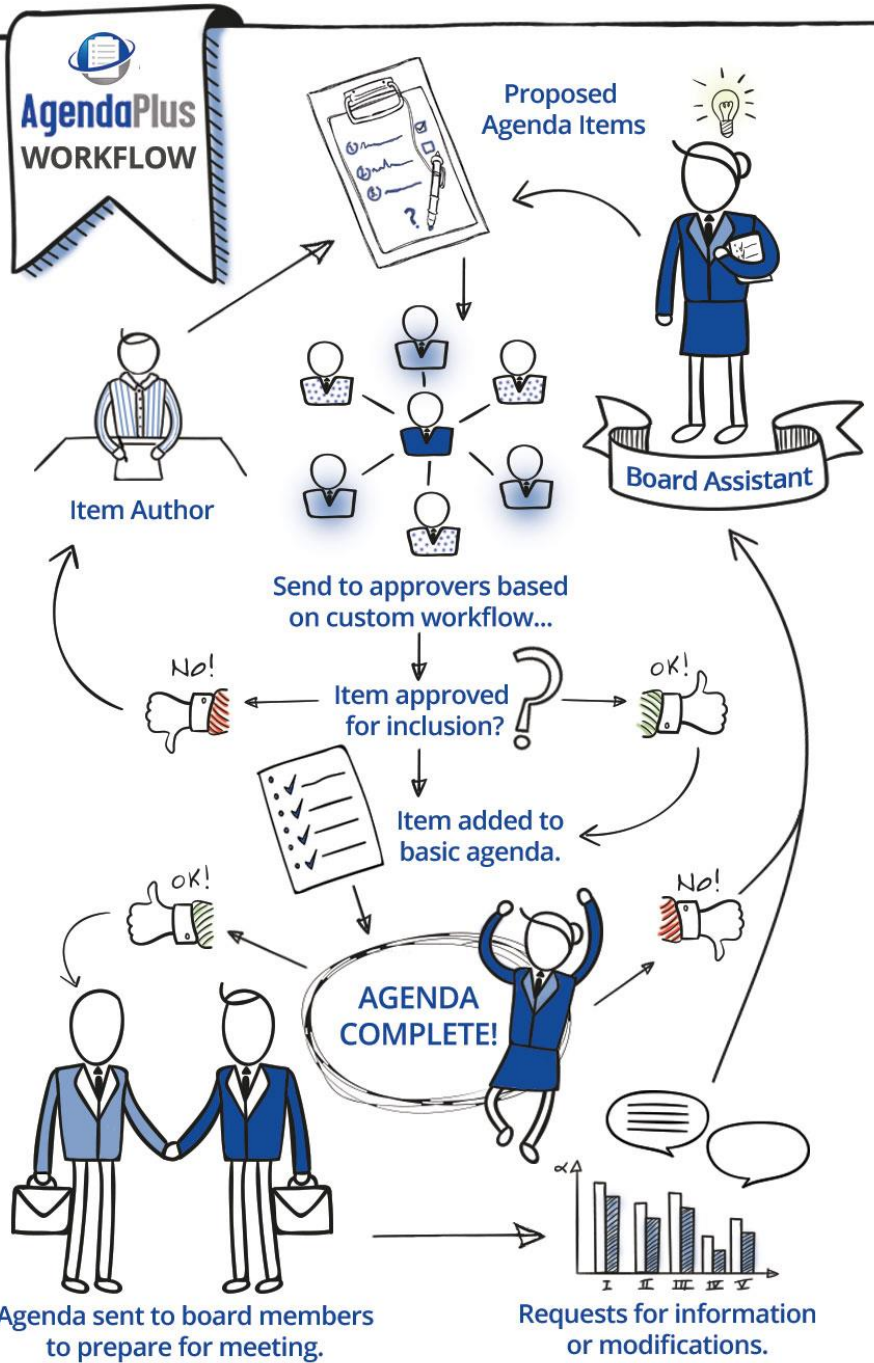
Completing the automation of your meeting, your meeting administrator can create meeting minutes and capture voting results in real time, simplifying the recording and reporting processes.

“AgendaPlus provides
A Comprehensive Workflow.”





WORKFLOW LEADS TO PRODUCTIVITY



THE WORKFLOW

Role Based

You assign roles and approval paths.

- Item authors create items
- First level approver's receive notification of a new item
- Items can be approved, rejected, or additional information requested
- The item then proceeds through the appropriate workflow steps.

Board Member Support

Your board members are fully supported with the following tools:

- Request additional information or modifications prior to the meeting
- Review item attachments
- Add personal and private notes and talking points to items prior to the meeting
- Real-time access to agenda items, attachments, private notes, and previous meeting minutes.

Productivity experts recognize the value of automated workflows to streamline activities. AgendaPlus provides a comprehensive and customizable workflow to automate your board meeting processes.

AgendaPlus provides a flexible, reliable, and highly effective solution to your meeting requirements.

The Key Features and Workflow Steps of AgendaPlus include:

Customizable to your needs

- Complete role based system to control user access
- Create and manage dynamic approval workflows with multi-level approvers
- Unlimited User defined Meeting Templates
- Provides an easily accessible email templates for all notifications
- Centralized administrative panel to manage the entire system from one location

Agenda Creation and Review

- Create and submit agenda items
- Add electronic attachments to any agenda item
- Approve, reject, or request revisions to any agenda item prior to a meeting
- Review, organize, and distribute agendas electronically
- Review and annotate agenda items for future reference while preparing for a meeting

Real-time Meeting Activities

- Access agendas during meetings via the Internet
- Edit agenda items in real time during a meeting
- Record meeting attendance, leadership directives, and voting results in real time

Reporting

- Access historical agendas online
- Electronically publish finalized agendas and meeting minutes

User Experience

- User friendly and easy to navigate user interface
- Responsive user interface design; supports tablets and major browsers



“AgendaPlus has been designed from the ground up to be easily customized to accommodate your specific organization and meeting requirements.”



THE TECHNOLOGY

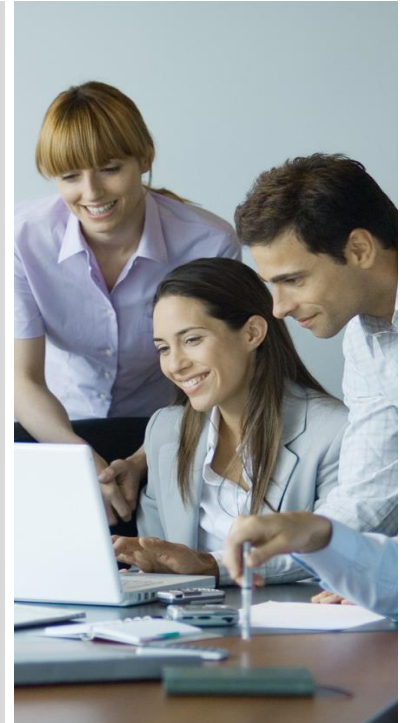
AgendaPlus is developed using Microsoft® .NET technology, making it easy to install, maintain and support, and inexpensive to host on your existing technical infrastructure

Please contact us for our complete technical requirements document.

- The ASP.NET MVC is the Web platform of choice in C#
- 100% stand-alone: no reliance on 3rd party software
- Web Sockets and Long Polling for Real Time Voting using SignalR allows bi-directional communication
- jQuery/JavaScript
- HTML 5 with CSS3 and Twitter Bootstrap
- Microsoft Entity Framework
- Microsoft SQL Server as a data storage
- Internet Information Services (IIS) 6 or later



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