



MEETINGS

THE NEGLECTED BUSINESS PROCESS



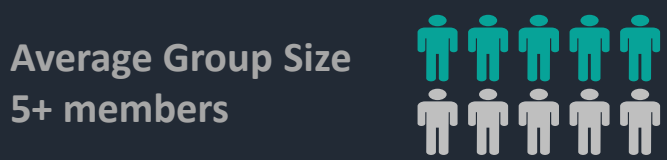
Statistics of Meeting

40% Spend Average Time

0019 Hrs/Week; 0095 Hrs/Month; 1140 Hrs/Year

4+ MONTHS PER YEAR

MANAGING RESOURCES SPEND AVERAGE OF 4+ MONTHS ASSOCIATED WITH MEETINGS

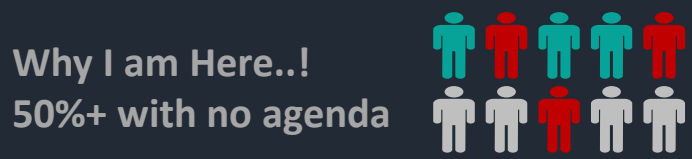
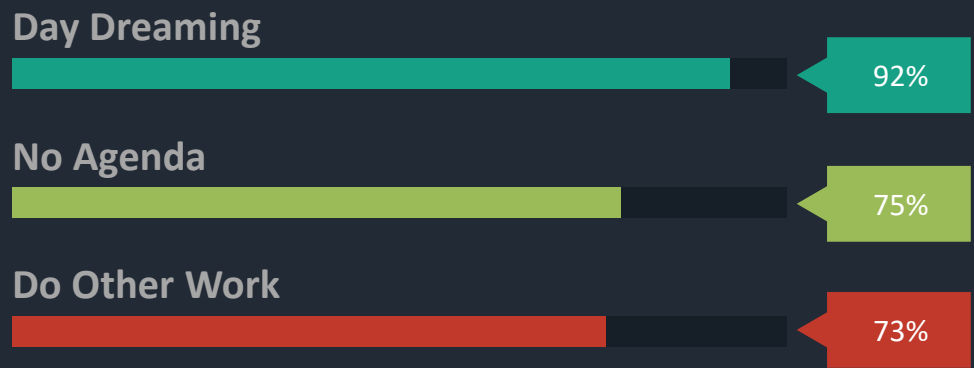


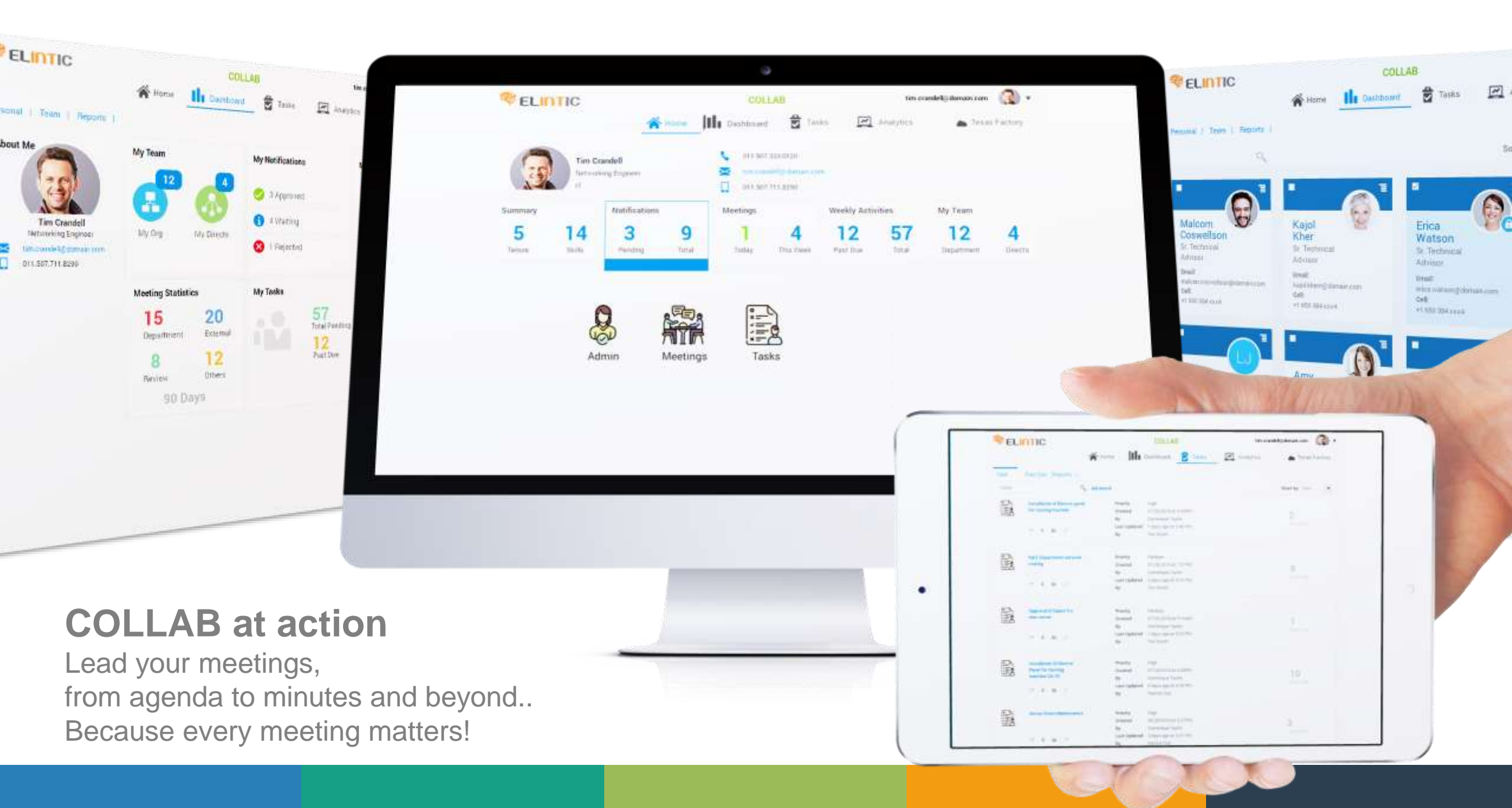
Ugly Truth

50% Un-Productive

50% OF THE MEETINGS ARE SAID TO BE UNPRODUCTIVE; THAT IS 2 MONTHS PER YEAR OF UNPRODUCTIVE TIME

IT IS A HUGH LOSS TO THE ORGANISATION





COLLAB at action

Lead your meetings,
from agenda to minutes and beyond..
Because every meeting matters!

COLLAB is an AI-powered meeting and task management toolkit which monitors, tracks & regulates the meetings. The Engine provides stakeholders and leadership with ever needed transparency into effective communication and collaboration.

How does it work?

Before

- ✓ Scheduling of meeting
- ✓ Integration with calendars like Outlook, Google etc.
- ✓ Assign the moderator roles to the employee
- ✓ Circulating invite and access to material/agenda
- ✓ Ability to OPT-OUT or Delegate for participation

During

- ✓ Mark the attendance and duration of meeting
- ✓ Record notes, decisions, actions and assignments real time
- ✓ Record and assign action items

After

- ✓ Automated creation and circulation of Minutes of Meeting
- ✓ Automated follow-up of action item through reminder emails
- ✓ Meeting health score based on predefined parameters
- ✓ Ability to create follow-up meetings with pending actions