



Make your meetings effective with minITs

Powerful, web-based, meeting minutes software

In today's financial situation, organisations need to maximise efficiency.

minITs will instantly help you to:

- **Save time** by drastically reducing the length of your meetings by as much as 50%
- **Save money** by reducing the time taken to produce meeting minutes
- **Increase productivity** by helping to ensure actions are captured and followed through to completion
- **Rapidly create and distribute** a professional set of minutes within seconds of a meeting ending
- **Automatically email meeting actions** giving people more time to complete them
- **Improve internal and external communication**
- Allow attendees to give updates on their actions in advance of the next meeting, saving further time. Any updates are automatically reflected in the minutes for the next meeting
- **Bring organisation and structure to your meetings** by providing a standard method for managing meetings and tracking actions

Flexible pricing

Software as a Service (SaaS) monthly rental or perpetual licence (one-off, capital cost)

Available anytime, anywhere with an internet connection

Painless upgrades—no patches for you to download or install

Recover your costs in just one meeting!

A single, weekly meeting, lasting 2 hours and involving 6 people on an average annual salary of £30k, could easily cost your organisation **£9,600 per year**.

minITs drastically reduces your meeting administration time and has been proven to shorten the length of meetings by as much as 50%, giving you a **saving of £4,800 per annum** - for just this one meeting!

"Our meetings are now far more productive and take less time".

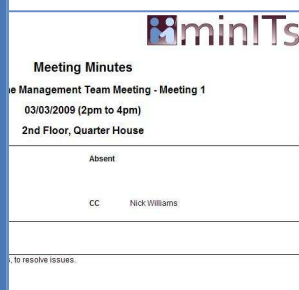
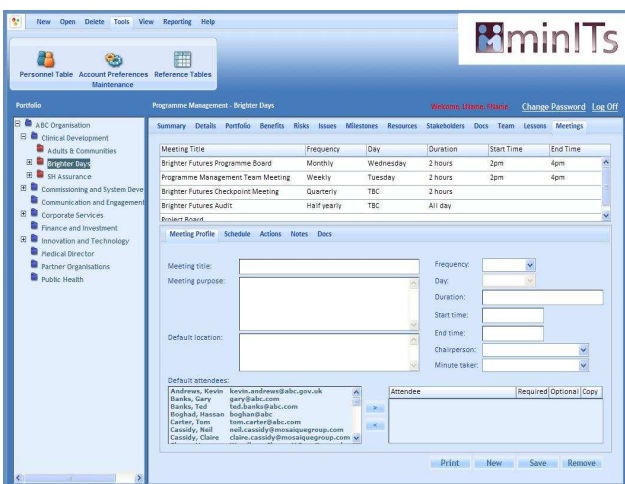
"minITs is simple but extremely effective".

"Increases credibility with our customers".

"Painless installation and an immediate return on investment".

For further information please contact:

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		Owner	Status	Target Completion Date
111	Management of Revised FBC Query, Steve and Zac to come up with a proposal for how this is going to work given that Cheryl is currently on sick leave	Tom Carter	Open	09/03/2009
112	10/09/09: Update Recruitment of Permanent Resource Kostas to look into current status of recruitment of permanent resource - there is concern that it doesn't cover PMO and other permanent resource	Gina Forsythe	Open	09/03/2009
113	Pilot Programmes Lead Kevin to find a suitable person to lead pilot programmes	Neil Cassidy	Open	09/03/2009
114	Change Requests Kevin to speak to Frank about raising change requests for his projects	Pete White	Open	31/03/2009