



## Minutes in minITs<sup>®</sup> ...

### Cloud-Based Meeting Minutes Software to Revolutionise Your Meetings

minITs<sup>®</sup> is a simple, yet powerful, meeting minutes software tool. It will allow you to:

- Schedule all of your meetings
- Create and distribute meeting agendas
- Record attendance at a meeting including absentees and apologies
- Capture meeting actions and review existing ones
- Assign meeting actions to recipients via email
- Generate your meeting minutes within moments of a meeting ending
- Distribute them at the touch of a button
- Add updates to meeting actions and track them through to completion
- View the status of actions across all of your meetings

Benefits include:

- **Saves time and money by:**
  - Shortening the length of your meetings
  - Reducing the time taken to produce meeting minutes and agendas
  - Enabling attendees to give updates on their actions in advance of the next meeting
- **Increases productivity** by helping to ensure actions are captured accurately and followed through to successful completion
- **Automatically emails meeting actions** giving people more time to complete them
- **Improves communication both** internally and externally

**Flexible pricing** - Software as a Service (SaaS) monthly rental (paid annually)

Discounted prices are available for multi-user packages

**Available anytime**, anywhere with an internet connection

**Painless upgrades** - no software patches to download or install

**Secure hosting** - minITs data is stored in a Tier 4 data centre

**Easy and Instant Set-up** - you can have minITs up and running within minutes

*"The Meetings functionality within minITs now allows our regular meetings to be recorded, planned and actions assigned in real time. Action are captured at the meeting and minutes are then automatically created and distributed far more efficiently."*

*"Project-based meetings are also proving to be more effective now that minITs is used to capture the meeting actions. Now, by the time anyone attending the meeting is back at their desks, their actions have been automatically documented and sent to their Inbox."*

*"Painless installation and immediate return on our investment."*

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

*"minITs is simple but extremely effective."*

*"Increases credibility with our customers."*

**minITs Meeting Minutes**  
Programme Management Team Meeting - Meeting 1  
03/03/2009 (2pm to 4pm)  
2nd Floor, Quarter House

**Attendees:** Tom Carter, Kevin Peters, Kevin Andrews, Claire Cassidy  
**Absent:** Nick Williams  
**Apologies:** Ted Banks, CC: Nick Williams

**Meeting Purpose:**  
To review progress against key milestones, to resolve issues.

**Actions:**

Ref	Action	Owner	Status	Target Completion Date
1/1	Management of Revised FBC Gerry, Steve and Zac to come up with a proposal for how this is going to work given that Steve is current on site leave	Tom Carter	Open	08/03/2009
1/2	10/9/09 - Update Recruitment of Permanent Resource Kostas to look into current status of recruitment of permanent resource - there is concern that it doesn't cover FBC and other permanent resource	Gina Forsythe	Open	08/03/2009
1/3	Pilot Programmes Lead Kevin to find a suitable person to lead pilot programmes	Neil Cassidy	Open	08/03/2009
1/4	Change Requests Kevin to speak to Frank about raising change requests for this project	Fefe Whyte	Open	31/03/2009

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