



Board and Meeting Manager

Make the most of your meetings with Board and Meeting Manager

Meetings within an organisation are critical for exchanging information that is required to support effective decision making. The efficient administration of meetings ensures accurate, timely information is received and considered when managing a business.

Decisions made and tasks set during a meeting need to be captured to ensure that topics raised in the meeting are appropriately addressed.

Board and Meeting Manager (BAMM) manages all aspects of the meeting process, from report capture to minute generation and action tracking.

Managing the entire life cycle of what is discussed in a meeting helps ensure that decisions are actioned and meetings fulfil their purpose – generating business outcomes.

What is Board and Meeting Manager?

Board and Meeting Manager (BAMM) automates the capture, approval, compilation and publication of all meeting documents, including agendas, minutes and action items. Meeting documentation is automatically given a meaningful context in a central repository that can be quickly and easily searched.

Save up to four days per meeting in processing time through the automatic capture and distribution of information with BAMM.

Capture Meeting Reports

Informed decisions can only be made if the correct information is available. Using BAMM, staff across an organisation can submit information, including topics, and supporting documentation for consideration at a meeting, which can help to avoid delays in compiling reports.

TechnologyOne's meeting solution creates automated workflows for efficient approval processes before reports are submitted.

Creating Agendas

BAMM automatically generates meeting agendas from the information submitted for the meeting. This reduces the time taken to create and circulate agenda information and gives attendees more opportunity to read the information prior to the meeting. The agenda generated provides easy access to full details of the meeting reports for easy and informed meeting preparation. When a meeting contains confidential reports, the process is automatically handled differently and will build two agendas; one for general viewing and one for confidential viewing.

Compiling and Distributing Meeting Minutes

BAMM significantly reduces the time it takes to create and format meeting minutes while retaining the flexibility to address ad hoc items and changes to meeting order. Information can be captured electronically during a meeting to increase accuracy and the speed at which minutes are available for distribution. Approval and distribution of minutes can be managed using automated workflows.

Managing Action Items

To make the most of meetings, decisions made during the meeting must be actioned. Using BAMM action items are automatically created as part of the minute compilation process. Automated predefined workflows can track and manage actions, including deadlines and task escalation. Reports can be generated to monitor progress for consideration at future meetings.



Recording Votes

BAMM also offers a Voting Assistant feature, which can capture votes to track decision making processes, ensuring your organisation complies with legislative requirements. Every aspect of the voting process is recorded, from attendees and votes cast to statements lodged during a vote.

Rapid Access to Information

BAMM can ensure that information is captured at the source and distributed to those who need it within set timeframes. It can also help track information and enable users to see where an item sits at any time.

Top 12 Benefits of BAMM

1. Accurate meeting record

Predefined headings in BAMM templates enable quick and easy capture of information during a meeting, increasing the accuracy of information recorded. Automatic re-use of relevant information reduces the risk of errors when compiling documents at various stages of a meeting.

2. Faster communication of outcomes

Automatic minute generation reduces delays in the distribution of information, such as outcomes of a meeting and the actions required.

3. Track decision making

Improved information capture, including attendance and votes, allows effective tracking of when decisions were made, who was involved, and what information and issues were considered.

4. Approval processes

Automated workflows can be used to efficiently manage approval processes for meeting reports, agendas and minutes. This ensures that the correct information is received both before and during a meeting, and an appropriate record is distributed afterwards.

5. Consistent layout and customised templates

Organisation-wide standards for meeting documents using templates increases the quality of documents produced and reduces the need for manual formatting. Meeting documentation is easy to read with a consistent layout that may be customised to reflect your organisation's branding.

TechnologyOne develops, markets, sells, implements and supports its software solution, which integrates directly with the complete suite of enterprise level solutions, including Financials, Supply Chain, Human Resource & Payroll, Enterprise Budgeting, Business Intelligence, Performance Planning, Property & Rating, Works & Assets, Student Management, Customer Relationship Management and Enterprise Content Management solutions.

That's The Power of One.

6. Efficient use of resources

Automating processes for meetings means you can save significant time and effort, as well as improve service delivery without additional costs.

7. Action audit trail

Automated creation and distribution of action items means meeting outcomes can be effectively tracked through to completion.

8. Progress status

Version control and automated processes means that the status of information and documents can be easily identified at any time.

9. Information security

Controlled access to documentation helps ensure that meeting reports and minutes are not available until appropriate times and that there are no unauthorised changes to content. Distribution of information relating to confidential agenda items can also be effectively managed.

10. Efficient storage and retrieval

All meeting documents, including attachments, are stored within a central location. This makes finding documents easy and provides a single view of all documents for a particular meeting.

11. Validation

A validation tool identifies differences within documents based on specific standards the organisation sets. This ensures that documents produced throughout the meeting process remain consistent.

12. Manage your meeting program

Manage your organisation's entire meeting schedule by creating automated processes for all regular meetings.



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