



Meeting Management System Powered by the Intalio Platform™

Automated Meetings. Streamlined Collaboration. Efficient Decisions.

Powered by the Intalio Platform™, the Meeting Management System (MMS) is an AI-driven, centralised platform that automates and manages every stage of the meeting lifecycle, from scheduling and agenda creation to documentation and follow-ups.

By eliminating manual processes and unifying meeting operations under a single system, Intalio MMS enables organisations to conduct efficient, transparent, and productive meetings. The solution ensures that every detail from invitations to minutes is organised, recorded, and readily accessible.

Through seamless integration with other Intalio modules and third-party systems, MMS supports improved collaboration, enhanced accountability, and accelerated decision-making.

Benefits



Centralised Meeting Control

Manage all meeting activities from one unified platform.



Time Efficiency

Minimise time spent on manual coordination and follow-ups.



Improved Collaboration

Keep all attendees aligned with real-time updates and notifications.



Seamless Integration

Connect effortlessly with Intalio's suite of solutions and external tools.



Enhanced Visibility

Track meeting statuses, requests, and action items via intuitive dashboards.



Mobile Accessibility

Remain connected on the move with the native mobile application.



Comprehensive Documentation

Automatically generate and store agendas, minutes, and reports.

Core Capabilities

1.

Complete Meeting Lifecycle Automation

Plan, schedule, conduct, and document meetings through a fully automated workflow. Intalio MMS simplifies every step, from creating agendas and inviting attendees to generating minutes and sharing outcomes, all within a single intuitive interface.

2.

Smart Scheduling and Agenda Management

Utilise predefined templates and an embedded calendar to create and manage agendas effortlessly. Automatic notifications ensure participants remain informed and up to date in real time.

3.

Integrated Collaboration and Follow-Ups

Enable attendees to collaborate via notes, comments, and electronic signatures. Built-in email and SMS notifications guarantee timely follow-ups and accountability.

4.

Comprehensive Tracking and Reporting

Gain complete visibility into meetings with customisable dashboards, keyword search, and detailed reports. Analyse participation, actions, and outcomes to improve efficiency and compliance.

5.

Flexible Access and Mobile Experience

Access meetings securely from any device using Intalio's native mobile app. The platform supports offline mode with automatic synchronisation, ensuring uninterrupted productivity.

How It Works



Create:

Initiate a new meeting request & define key details.



Set:

Prepare agendas and invite participants.



Meet:

Conduct structured, fully documented sessions.



Record:

Capture minutes, comments, and electronic signatures.



Review:

Evaluate outcomes, reports, and decisions.



Send:

Distribute MoMs & follow-up actions automatically.

Smarter Meetings. Better Results

With the Meeting Management System, organisations can transform the way they plan and manage meetings, reducing complexity, enhancing transparency, and enabling faster, more informed decisions across all levels.

About the Intalio Platform™

The Intalio Platform™ is an integrated suite of AI-driven products and solutions designed to automate, integrate, and control the journey of data, content, and processes across the enterprise enabling customers to build and activate operational intelligence.

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