



Client: Abu Dhabi Housing Authority (ADHA), UAE
Product: Committee and Meeting Management Solution



Overview

Abu Dhabi Housing Authority (ADHA) needed a comprehensive solution to streamline its committee and meeting management processes. The organization relied on manual workflows, leading to inefficiencies in scheduling, approvals, and post-meeting documentation.

To address these challenges, ADHA partnered with Intalio to implement an advanced Committee and Meeting Management Solution. Fully integrated with ADHA's Correspondence Management System (CMS), this solution automates committee creation, meeting organization, and approval processes, ensuring transparency, efficiency, and compliance.



Needs and Challenges

ADHA required a robust system to:

- Automate committee creation and approval workflows.
- Streamline meeting scheduling and agenda management.
- Digitally approve and sign minutes of meetings (MoM) with secure authentication.
- Provide real-time tracking of decisions and action items.
- Ensure seamless integration with existing systems, including Microsoft Outlook and MS Teams.



Implementation Highlights

Intalio implemented an end-to-end Committee and Meeting Management Solution with:

- › **Automated Approval Workflows:** The system routes approval requests for committee formation and meeting agendas to relevant managers and executives, ensuring structured and timely approvals.
- › **Meeting and Agenda Management:** Users create meetings with predefined templates, dynamically update agendas, and assign topics to speakers with time tracking.
- › **Real-Time Notifications & Reminders:** Automated alerts keep stakeholders informed about pending approvals and upcoming meetings.
- › **Digital Signature Integration:** A Minutes of Meetings (MoM) are automatically generated and signed using Intalio.Sign, ensuring secure and legally binding documentation.
- › **Seamless Collaboration Tools:** The system integrates with Microsoft Outlook and MS Teams, embedding meeting links and managing RSVPs.
- › **Comprehensive Reporting & Dashboards:** Real-time analytics provide insights into approval statuses, meeting attendance, and task completion rates.



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Impact and Achievements

Intalio implemented an end-to-end Committee and Meeting Management Solution with:

- › **Efficiency Gains:** Automated workflows reduced administrative workload, allowing teams to focus on strategic decisions.
- › **Enhanced Transparency:** Real-time tracking of meetings, approvals, and follow-ups ensured accountability at all levels.
- › **Compliance & Security:** The system adhered to governance protocols and legal requirements with a full audit trail of approvals and digital signatures.
- › **User-Friendly Interface:** Intuitive design enabled seamless navigation between meetings, committees, and correspondence.



Conclusion

By deploying Intalio's Committee and Meeting Management Solution, ADHA successfully modernized its meeting governance processes. The integration of automated workflows, digital signatures, and real-time tracking transformed the organization's efficiency and compliance. Intalio's expertise in delivering scalable and secure digital solutions empowered ADHA to enhance decision-making, streamline approvals, and improve overall transparency in its operations.