



Microsoft®
SharePoint® 2010



Features & Benefits

The Meeting Manager for SharePoint 2007 and 2010 offers a highly improved SharePoint meeting workspace template that manages the complete corporate meeting life-cycle:

- **Planning for the meeting:** Setting the meeting time and place using Outlook and/or SharePoint, inviting attendees, defining required and optional attendees, define the attendee role (Organizer, Attendee, Minute Taker), rescheduling notifications, tracking attendee responses, defining the agenda, collecting and providing materials that will be required during the meeting.
- **Facilitating the meeting:** Verifying attendance, following the agenda, presenting materials, recording decisions and action items that are identified.
- **Post-meeting follow-up:** Assure compliance, creating and publishing post-meeting materials such as meeting minutes with custom fields, design and function automatically, managing meeting minute approval workflow and tracking action items.
- Closes known gaps of SharePoint 2007 / 2010 out-of-the-box meeting management.
- Adds additional features that meet the specific requirements of companies and organizations.
- Centrally managed meeting materials with versioning and workflows enabled for compliance.
- Sends notifications in case of meeting materials or agenda changes.
- Role-based access rights to meeting workspace.
- Automatic creation of template-based meeting minutes with flexible design and content.
- Setup routine for installation and de-installation.
- Available for WSS 3.0 and MOSS 2007, Windows SharePoint Foundation and SharePoint Server 2010.

Licensing & Partner Program

- FREE shareware version available on web site: Just register, download and use.
- License: US\$ 1,410 / 999 € per server.
- Optional Annual Software Assurance: 20% per year.
- Partner Program: Cost-free, 30% discount on licenses, FREE NFR versions, priority support, lead transfer, joint development.

Weekly Meeting
Date: 7/8/2009 Time: 10:00 AM - 12:00 PM >>
Location: Room 1.32
Go to Calendar

Agenda

Agenda Number	Subject	Time	Owner
1	Introduction new	09:00 - 09:15	Matthias Hupe
2	Feedback from last Weekly Minutes new	09:15 - 09:30	Matthias Hupe
3	Component Design new	09:30 - 10:00	Franziska Kühn
4	Presentation Preparation new	10:00 - 11:00	Stefan Mumalo
5	Assign Tasks to technical Engineers new	11:00 - 11:30	Stefan Mumalo

Attendees

Name	Attendance	Response	Meeting Role
Franziska Kühn	Required	Accepted	Attendee
Matthias Hupe	Organizer	None	
Stefan Mumalo	Optional	Tentative	Technical Expert

Documents

Type	Name	Modified By
	T16_D1_130 new	Matthias Hupe
	Gold_Partner_rgb_2_S new	Matthias Hupe

Tasks

Title	Assigned To	Due Date	Priority
Create Presentation Template new	Franziska Kühn	7/7/2009	(1) High
Approve last Weekly Minutes new	Matthias Hupe	7/7/2009	(2) Normal
Collect Feedback from Stakeholders new	Matthias Hupe	7/10/2009	(2) Normal