



MINUTES OF MEETING MANAGEMENT OVERVIEW

AGENDA

- | | |
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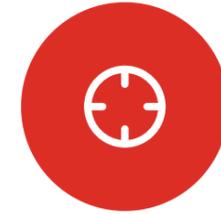
CHALLENGES



Unorganized Minutes of Meeting



Difficult to get feedback and delegate task



Unable to track MoM and approvals leading to process slowdowns



Inability to locate content quickly



Hurdle to manage all tasks and reminders



No notification for due date of any activity

OVERVIEW

The system is designed to serve as a platform which enables all users in the organization to organize, collaborate and perform all their necessary tasks related to business plans in one place, which in turn makes work easier for managers to follow-up with their employees closely and clearly.

Key Metrics



Easy-to-use Workflow

The workflow manager lets users to manage workflows with Task Assignment, Delegation & Reminders.



Access Management

Any external user can access through various sign-up options



State of the Art Interface

Intuitive User Interface allows users to work seamlessly with an ease.



Analytics and Reporting

Standard report keeps you aware of the state of each process.

SOLUTION



MoM management

it allows users to efficiently plan the tasks and activities agreed from various Minutes of meeting across multiple teams



Task management

It helps teams track tasks from the beginning, setting deadlines and assigning them to the right people



Communication enhancement

Provide comments on MoM, initiate chat in MS Teams and share MoM



Data visualization

Visual representation of data makes it easier to identify and share real-time trends



Intuitive webapp

Intuitive Design allows users to collaborate and work seamlessly



Task Delegation

It helps to delegate tasks to team and committee members

CAPABILITIES

1

Task Management to overcome task prioritization issues

2

MoM Management with capability to give feedback and archive MoMs

3

Dynamic Workflow Engine allowing the correspondence to review and to approve MoM

4

Stream log to capture each activity which has been occurred within the system

5

Organizational Structure to represent Division and teams

6

Approval Log to keep business processes consistent and ensuring they are followed every time

BENEFITS



Approval Reminders



Access solution on the go



Keep track of MoMs and subtasks



Save time and effort with global search optimization



Analytical view of dashboards



Boost productivity by scheduling.



Highest level of security and compliance features



Team Analytics

MINUTES OF MEETING

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🏠 Home
📅 Minutes of Meeting >
📌 Tasks >
👥 Teams >
📊 Dashboards >
🗨️ Stream Log
📖 Help Center >

Home > Minutes of Meeting > View MoM

⊕ Create New MoM

🔍
☰

Log by Date
Log by Topic
All Active Task
All Due Task
My Active Task
My Due Task
Audit Tracker
➤

ERR - Employee Relation Manager Committee (13) ^

📅 06 May 2021, Meeting Subject ^
👁️ View MoM 🗨️ Expand All

Notes By	Location	Time				
Nour Doukhan	HQR2(#09)	09:00 AM - 12:00 PM	⌵ ⋮			

#	Topic	Type	Owner	Due Date	Due In	Status	
1	HR Operation Review Meeting ▾	A ▾	Nour Doukhan	20/06/2021	28 Days	● Open ▾	⋮
2	HR Operation Review Meeting ▾	A ▾	Nour Doukhan	20/06/2021	28 Days	● Open ▾	⋮

📅 06 May 2021, Meeting Subject ▾
👁️ View MoM 🗨️ Expand All

📅 07 May 2021, Meeting Subject ▾
👁️ View MoM 🗨️ Expand All

CRR - Customer Relation Manager Committee (13) ^

AMC - Analytics Management Committee (13) ^

APPROVAL LOG

Home > Approval Log

Approval Log

Meeting Subject: **Create Business Requirement** Team Name: **ERR - Employees Relation Managers Committee** Review

 Nour Doukhan requested for feedback Review MoM Meeting Date: 01/02/2021
Just Now

Meeting Subject: **Create Business Requirement** Team Name: **ERR - Employees Relation Managers Committee** Review

 Nour Doukhan requested for approval Approve MoM Meeting Date: 01/02/2021
Just Now

Team Name: **ERR - Employees Relation Managers Committee** Review

 Nour Doukhan requested for approval Approve Team Team Creation Date: 01/02/2021
Just Now

Task Name: **Create Business Requirement** Team Name: **ERR - Employees Relation Managers Committee** Review

 Nour Doukhan requested to verify Verify Task Meeting Date: 01/02/2021
Just Now

Meeting Subject: **Create Business Requirement** Team Name: **ERR - Employees Relation Managers Committee** Review

 Nour Doukhan requested to approve Approve Share Meeting Date: 01/02/2021
Just Now

Select Date

From 📅

To 📅

Teams

Select team ▾

Modules

Minutes of Meeting

Action

- MoM Review
- MoM Approve
- Task Verify
- Team Approval
- MoM Share Approval

CALENDAR VIEW FOR TASKS



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Today

April 2021

Month
Week
Day

Sun	Mon	Tue	Wed	Thur	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13 Overdue Task Name Completed within...	14	15 Completed after... Completed on due...	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01

Overdue Task
 Task Completed within due date
 Task completed after due date
 Task completed on due date

Tasks

March

Task Title

Mar 23, 2021

ORGANIZATIONAL STRUCTURE



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- Home
- Minutes of Meeting
- Tasks
- Teams
- Dashboards
- Stream Log
- Help Center

Home > Organizational Structure

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Total Committees:	00
Active Committees:	00
Non-Active Committees:	00

All

HRM

Human Resources Management Committee

Division A

HRE

Human Resources Employee Management

● Active

HRP

Human Resources Payroll Management

● Active

HRT

Employee Training and Management

● Active

LEM

Labor and Employee Relations Management

● Inactive

HR TEAMS

HRM

BTC

HRA

ERR

ITC

FCC

3

Division B

HRM

Human Resources Management Committee

● Active

HRM


Nour Doukhan

Human Resources Management Committee

📧 Send Mail

HRCMT - Membership

- 👤 Organizer: Nour Doukhan
- 👤 Chairman: Mazen
- 👤 Vice Chairman: Mazen
- 👤 Members: Mazen, Nour Doukhan, Ali Mohamad
- ✍ Ameen: Mazen
- 👤 Visitors: Mazen, Nour Doukhan, Ali Mohamad, Syed

Management Committee

Committee

Mgr Committees

Working Groups

MINUTES OF MEETING

RESEMBLE SYSTEMS
BUSINESS VALUE FOCUSED

Home > Teams

+ Create New Team Search Division Team Type Team Status

#	Team title	Team Name	Organizer	Chairman	Ameen	Members	Guests	
Active ^								
Official ^								
1	HRM	HRM -HR Management	Sayed Mohamed Nour Doukhan	Mazen Nour Doukhan	Sayed Mohamed Nour Doukhan	Sayed Mohamed Nour Doukhan Sayed Mohamed Nour Doukhan	Sayed Mohamed Nour Doukhan	⋮ View Edit Delete Archive
2	CRM	CRM -Customer Management	Sayed Mohamed Nour Doukhan	Mazen Nour Doukhan	Sayed Mohamed Nour Doukhan	Sayed Mohamed Nour Doukhan Sayed Mohamed Nour Doukhan	Sayed Mohamed Nour Doukhan	
Private v								
Draft v								
Under Approval v								
Archived v								
Declined v								

TECHNOLOGIES

The core of the MoM is crafted with the versatile technology stack that includes React JS, .NET, Azure, MS SQL.



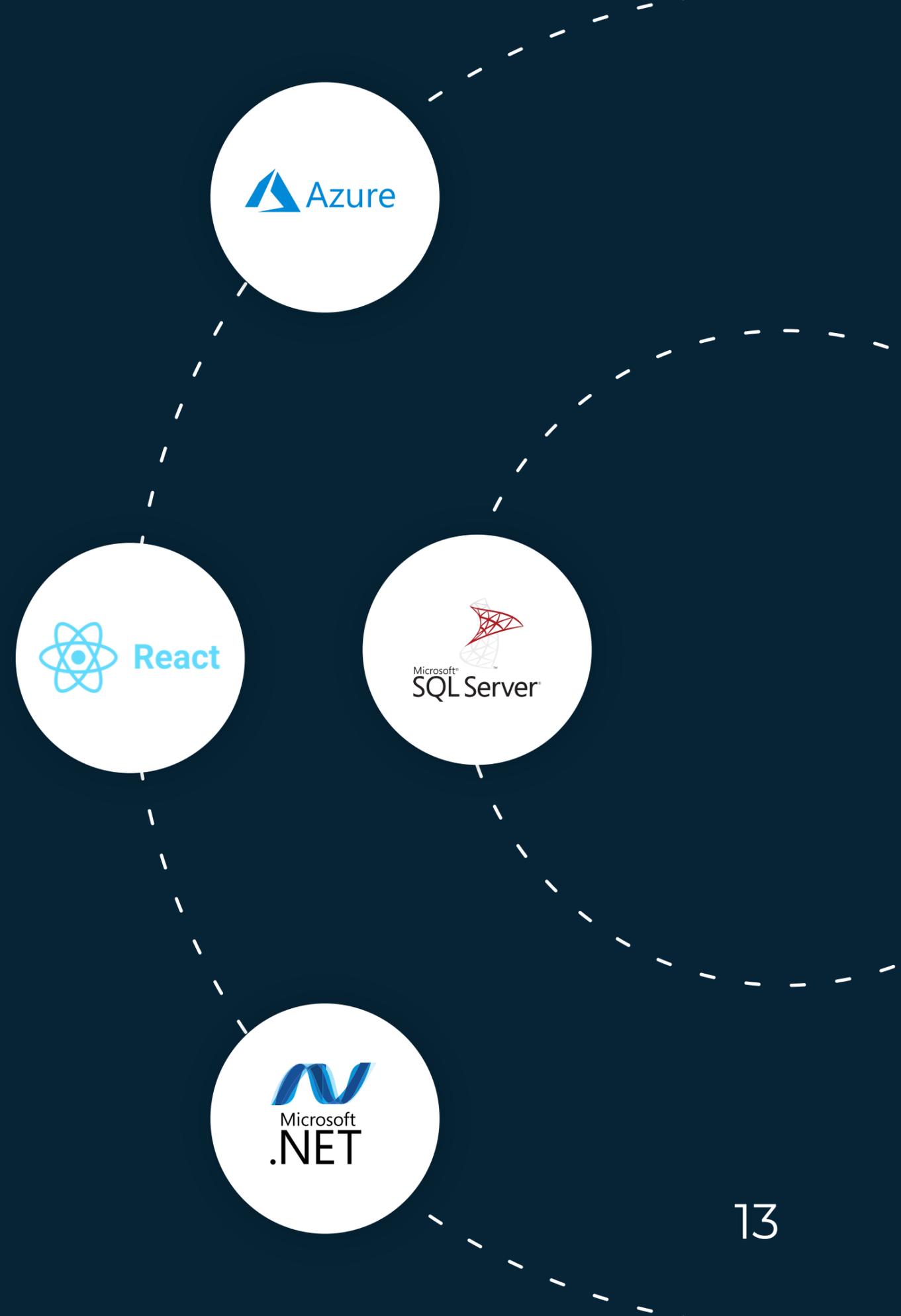
React.js is an open-source JavaScript library that is used for building user interfaces specifically for single-page applications.



MS SQL Server is a relational database management system (RDBMS) developed by Microsoft.



.NET is a cross-platform, open source developer platform for building many different types of applications.





Q & A

NEXT ACTIONS