

NOTATE

# Meetings

Virtual meeting  
workspaces for your team.



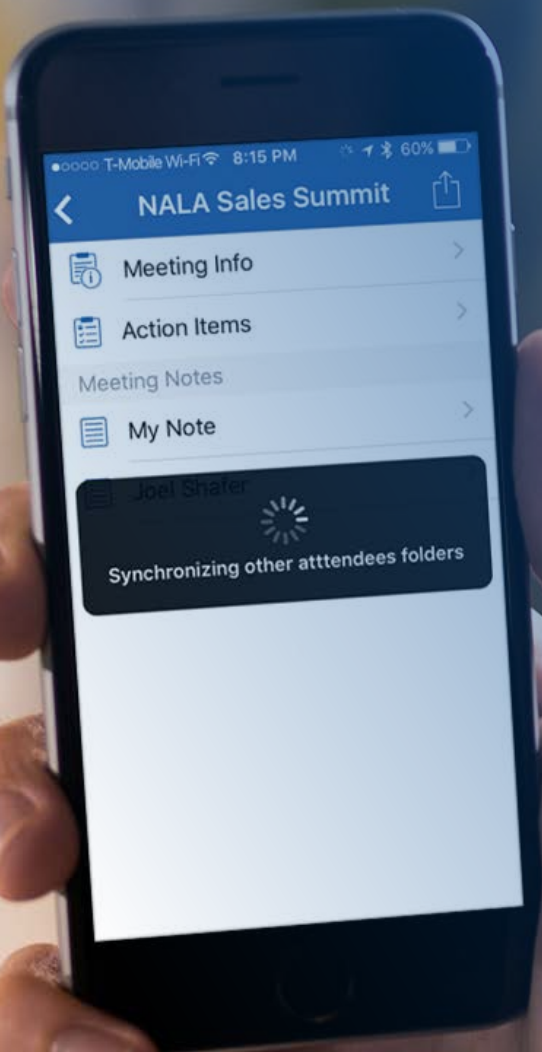
# Make meetings easy and productive

A shared virtual meeting space for every meeting keeps all the team's information in one place, easy for everyone to access.

## Before the meeting

Shared meeting space where users can see the agenda and make notes prior to the meeting, to help the meeting be more productive.

- ✓ Syncs with Outlook calendar
- ✓ Virtual meeting spaces are set up automatically for all attendees
- ✓ Prepare your thoughts and speaking notes prior to the meeting
- ✓ Setup meeting goals before the meeting



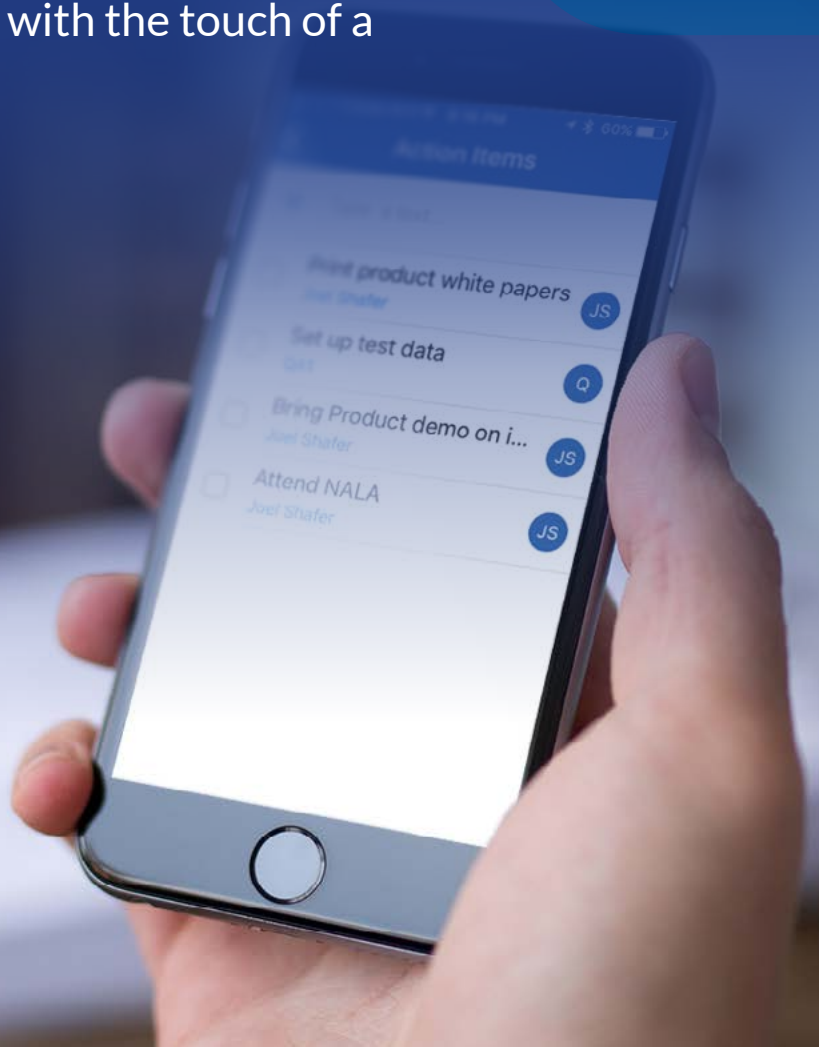
# During the meeting

Everyone can take notes in the shared meeting space. Anyone can add action items and assign them to attendees.

- ✓ Work together on notes and action items in real time
- ✓ Create action items and delegate tasks to meeting participants
- ✓ Syncs with Outlook – delegated tasks show up as to-do items.
- ✓ Email meeting minutes to all attendees with the touch of a button

Share meeting notes with attendees.

Create and assign Action Items Syncs with Outlook.

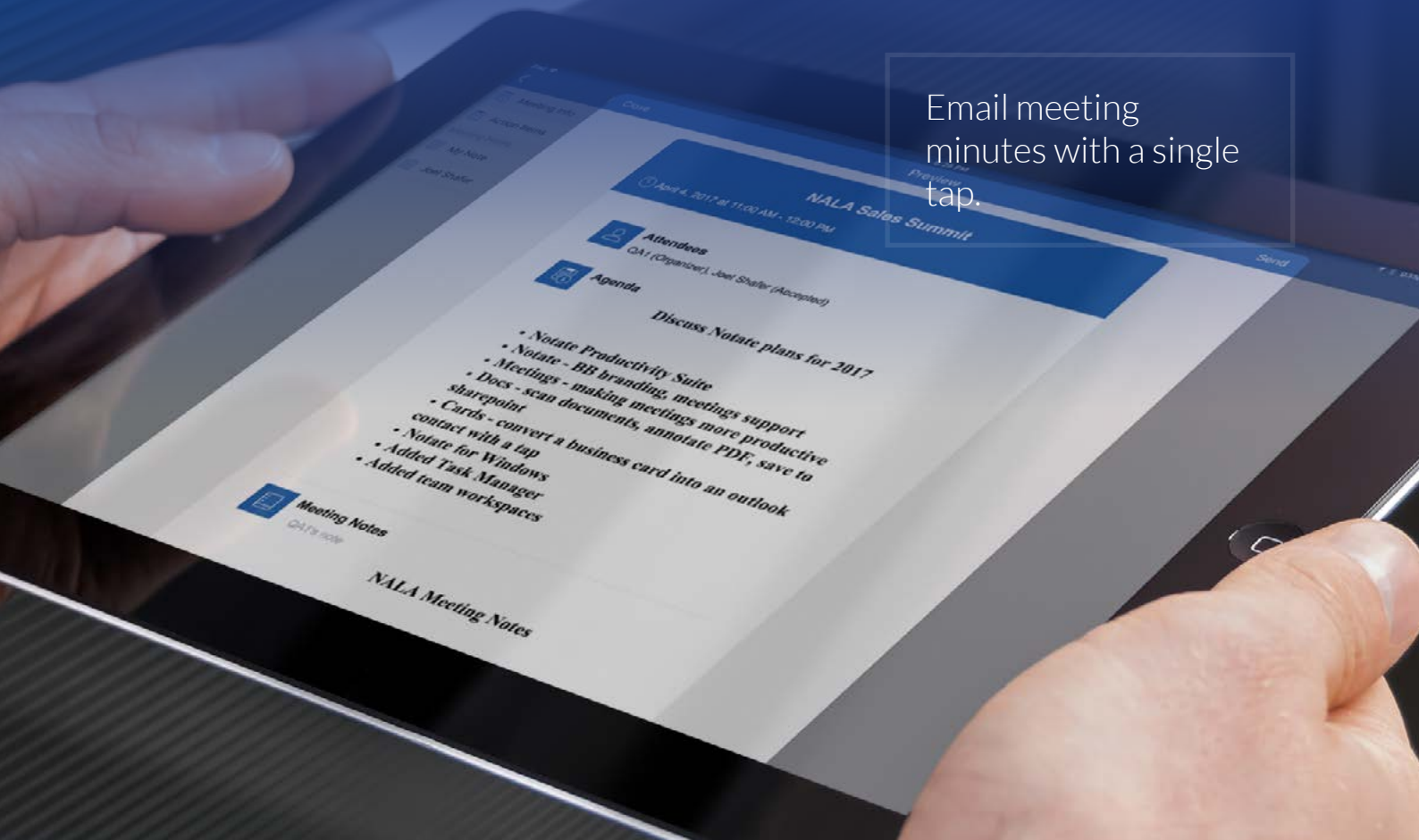


# Post Meeting follow-up

Follow up on past action items and see what still needs to be done. Easily see the notes and action items from the last recurring meeting.

- ✓ Completed Outlook to-dos are reflected in the meeting space
- ✓ Monitor when meeting action items are completed
- ✓ Support for recurring meetings makes it easy to check last week's meeting results with a single tap.

Email meeting minutes with a single tap.





# Meetings

“Make Meetings More Productive”

## How to Purchase?

### ✓ Free Trial

To start a **free 60 day trial**, visit [notateapp.com](http://notateapp.com).

### ✓ Pre-sales information & Demos

For pre-sales information or to schedule a demo, contact [sales@shafersystems.com](mailto:sales@shafersystems.com).

### ✓ Download now

Find iOS apps on the [Downloads page](#) of our website.



# Notate Meetings Features

This is what Meetings can offer you:

Notate Meetings helps you make meetings more productive by keeping all of the meeting information in one place where everyone can collaborate

## 1. Pre Meeting

Shared meeting space where users can see the agenda and make notes prior to the meeting, to help the meeting be more productive.

## 2. During Meeting

Everyone can take notes in the shared meeting space. Anyone can add action items and assign them to attendees.

## 3. Post Meeting

Follow up on past action items and see what still needs to be done. Easily see the notes and action items from the last recurring meeting.

Meetings integrates with Outlook and Notate so attendees can easily follow up on assigned action items, and completed action items will be reflected in the Meetings app.

## Why Notate Meetings?

ENTERPRISE GRADE SECURITY - With Meetings all your information remains secured within your own network. No additional servers are required. Secured by BlackBerry Dynamics, meeting data is secured with FIPS-certified encryption. No note data ever resides in the cloud and is instead synced and backed up via a secure tunnel to the corporate Exchange server.

Meetings helps busy Professionals organize important meetings, improve team productivity and information sharing.

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## About Shafer Systems

Notate is a product of Shafer Systems. Shafer Systems is a privately held company founded in 2010, located in Dallas Texas. We are focused on improving enterprise productivity with mobile solutions. Our flagship product, Notate, was one of the first ISV applications available for the BlackBerry Dynamics platform and is a mature and best-selling product.

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