

New MeetingSquared app brings an end to inefficient running and management of meetings

Submitted by: Rise PR

Friday, 1 April 2016

Meeting management tool from eShare available to millions of office workers via Microsoft SharePoint and Microsoft Office 365

April 1, 2016 – MeetingSquared (<http://meetingsquared.com/>), a new app for anyone who organizes or attends meetings has launched today, aiming to bring an end to the inefficient preparation, scheduling and management of meetings and providing an effective audit trail from meetings.

The new meeting management tool has been brought to market by eShare (<http://eshare.co.uk/>), the company behind board meeting management portal BoardPacks. MeetingSquared is available through a collaboration with Microsoft Corp., and is accessed via Microsoft SharePoint and Microsoft Office 365. It comes with a host of features that will make the entire meeting process easier for the 1.2 billion Office users around the world, solving problems at all three stages of a meeting - before, during and after.

“Meetings are an elephant in the room within business – many of them are inefficient, take too long to prepare for and don’t run smoothly when they are under way,” said Alister Esam, CEO, eShare.

“The whole meeting process is broken and MeetingSquared is aiming to fix that for anyone that organizes or attends meetings, saving time and resource wherever it is used, while the collaboration with Microsoft means it can be easily accessed via Office 365 or SharePoint.”

The new meeting management tool includes a Microsoft Outlook integration (<https://store.office.com/boardpacks-365-WA104366423.aspx?assetid=WA104366423>), which allows users to book meetings in participants’ Outlook agenda, and allows seamless integration with Outlook. MeetingSquared means the organizer can check that everyone has space in their diary to the meeting, and create a simple agenda that all participants can access.

Each attendee can access all relevant supporting documentation for the meeting, bringing an end to bringing reams of paper to the meeting. When a meeting is taking place, all participants can have the required information to hand on any phone or tablet, and can annotate and share with other attendees as they see fit.

“It is great to see companies like eShare building integrations for the Office platform,” said Rob Howard, director, Office 365 Ecosystem, Microsoft. “Integrated solutions like MeetingSquared add value for our shared users and enable them to be even more productive.”

MeetingSquared is also a tool that could be critical when it comes to governance and compliance, allowing the organizer to keep a record of all meetings. A copy of the agenda is stored, along with all supporting documents and a record of any actions, notes and minutes taken during the meeting.

“MeetingSquared will be of use to anyone that runs or attends a meeting, but with compliance increasingly on the agenda, it also provides an audit trail for each meeting it is used in,” continued Alister Esam, eShare. “The ability to capture notes against the agenda items and any actions that are

taken, means users can remain on top of any governance requirements and be more transparent in all elements of meeting administration.”

MeetingSquared features allow a meeting organizer to:

- Create boards and committees
- Create meetings
- Build agendas
- Invite attendees
- Upload documents to the agenda
- Record decisions made during the meeting
- Use Outlook to add agenda items and people to the meeting

-ends-

For further information visit www.eshare.co.uk and www.meetingsquared.com

PR Contact:

Paul Allen – Rise PR

07515 199 487 / paul@risepr.co.uk