GMinutes™

Make your meetings Productive

Write, Read, Track, and Share Meeting Minutes on theWeb

Your one stop Meeting Minutes Management Solution

GMinutes is a cloud application to manage the minutes of a meeting globally. The application provides the facility to write, read, track, and share the minutes amongst participants in a professional and organized manner. With GMinutes, managers no longer have to worry about assigning a particular task to the relevant resource and the resources can keep in check about their tasks' deadlines. It is a remarkable solution to avoid the hassles of scheduling meetings and tracking participants' availability. GMinutes makes it easy to schedule a meeting, keep agenda in check and make a record of every detail, decisions, and commitments made in the meeting.

Create your GMinutes Meeting Space

To create your GMinutes meeting space, all you have to do is, register yourself with GMinutes, activate your account, create a Meeting Space, make a group, invite people, and start scheduling meetings and writing minutes.

Save your time and conduct organized meetings now! Have the agenda of the meeting set before the meeting starts and assign the tasks to the participants accordingly. Make more productive use of your meetings with GMinutes!

To learn more about GMinutes and its features, log on to www.gminutes.com

Please sign up NOW for FREE
www.gminutes.com

GMINUTES LET YOU

- Schedule meetings and notify the participants
- Follow up on a participant's availability for a meeting
- Log meeting minutes for scheduled and unscheduled meetings
- Easily share meeting minutes with others
- Add action items and comments
- And much more

KEY FEATURES

- Create various meeting spaces and groups
- Invite different people to your groups and assign them roles
- Schedule meetings and send invitations to participants
- Write, edit, and view meeting minutes on a predefined template
- Share meeting information with participants
- View and manage your action items
- View calendar and gantt chart of items against each meeting
- Reassign an item to another user
- Set alarms/reminders for action items
- Access GMinutes from Facebook & also from your cellular phone
- Make your meetings public or private

ADVANTAGES

- Meeting minutes are kept in an organized manner
- Meetings are held professionally
- No agenda item is missed during the meeting
- Participants get a clear idea about their tasks and due dates
- Reminders and alarms are set to keep users on track
- Information is shared easily within the organization and teams
- Meeting records are maintained easily
- Saves time on meetings

Contact Us

4699 Old Ironsides Drive
Sutie 210
Santa Clara, CA 95054 USA
Ph: +1 408 480 2890
Email: sales@gminutes.com
www.gminutes.com