



Make your meetings **Productive**

Write, Read, Track, and Share Meeting Minutes on the Web

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.

The screenshot shows the GMinutes website interface. At the top left is the GMinutes logo and a navigation menu with links: Home, Tour, Product Overview, Free Trial, Buy Now, Pricing, Support & FAQs, News & Events, and Write Minutes. The main content area features a sign-in form with fields for Email and Password, a 'Remember me' checkbox, and a 'Sign in' button. Below the sign-in form is a 'Forgot Password' link. The central banner reads 'Make your meetings Productive' and is split into 'From Web' (showing a laptop) and 'On the go' (showing a mobile phone). To the right of the banner are 'FREE TRIAL' and 'BUY NOW' buttons. Below the banner, there's a section titled 'Schedule, Write and Share Minutes - Anywhere, Anytime' with a sub-headline 'Go Green with Paperless Minutes'. This section includes a 'Green Application' list: 'Helps Reduce CO2 Emission', 'Write Meeting Minutes & Track Action items online', 'Saves Trees', and 'Help in Saving the environment Click Here to sign up NOW'. Below this is a 'GMinutes lets you' section with two columns of bullet points: 'Schedule meetings and notify participants', 'Follow up on a participant's availability in a meeting', 'Log minutes for scheduled or unscheduled meetings', 'Add Action Items and comments', 'Set auto reminder for action items', 'Add and track Action items online', 'Easily Share meeting minutes with others', 'Access your account from a mobile device', and 'View action items on Gantt chart or calendar'. At the bottom of the main content area, there are 'Secure Online' and 'Secure Storage' sections, each with a lock icon and a 'Secure' badge. A 'News & Events' section on the right features a starburst graphic with 'Plans starting at \$9.99 per month' and a link to 'April 22, 2009 Palmchip Celebrates Earth All News...'. The footer contains a 'PayPal VERIFIED' logo and a navigation bar with links: Home, About GMinutes, Support & FAQs, Terms & Conditions, Feedback, Privacy, Contact Us, and News & Events.

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

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

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