

Managing meeting minutes and action items across an Enterprise!

How do you track meetings?

TrackMeet, a meeting minutes tracking system from Kolaco, Inc., streamlines the process of storing, maintaining and retrieving minutes and action items from the numerous meetings that occur throughout a company. So often, great ideas that emanate from meetings are lost due to lack of adequate follow up. TrackMeet is designed to simplify the organization and distribution of the minutes and provide a mechanism to assure that all those great ideas don't get forgotten.

Multiple Meeting Categories...

With TrackMeet, you can track different types of Meeting Minutes (e.g., Staff, Management, IT, HR, etc.) so your users only have to go to one place to retrieve all their minutes.

Topic Organization of Minutes...

TrackMeet requires that each minute be assigned to a topic so when the minutes are finalized all like items are grouped together. Topics can be added on-the-fly and ordered in any way.

Action Item Tracking...

An action item is one type of minute, and a very powerful one. Marking a Minute as an action item requires a Responsibility and a Due Date and will display in the action item tracking section.

Housekeeping (Action Item Follow up)...

Action items identified in one meeting automatically show up in the Housekeeping section of subsequent meetings. These items will continue to show up until they are marked "Closed" by the minutes scribe. This assures that action items are not forgotten and increases the likelihood of completion.

Two-Tiered Numbering...

Each set of meeting minutes is numbered sequentially starting at 1 and each minute item is also numbered sequential for each meeting starting at 1. As the minutes are finalized, each minute is numbered with the meeting number and the minute number. For example, minute item 2-03 means it was the third minute in the second meeting.

Meeting Calendar...

The TrackMeet Calendar displays all upcoming meetings and all open action items on their corresponding due dates. Users can send a Notice of an upcoming meeting. These notices automatically include the open action items from previous meetings, as a reminder.

Mail enabled...

Finalized Meeting Minutes are formatted in rich text for distribution. Notices contain values that automatically appear on each person's Notes Calendar (if Notes Mail is used), otherwise just as a reminder message in their inbox.

