

## ContentLink Meeting and Agenda Management

*Formark's ContentLink Meeting and Agenda Management enables Content Server users to easily plan, manage and report on important meetings within their organization.*

### **Boosting the Value of Content Server with ContentLink**

The value of Content Server to your organization is a direct function of the number of people who use it and the number of business processes that are enhanced by using Content Server. Making it easy for people within your organization to work together offers real value.

Formark's ContentLink integrates with Open Text Content Server, and leverages its renowned strengths in Security, Document Management, Records Management, Workflow and Collaboration. This platform provides configurable case management in a simple user interface. As a result, many business processes can be modeled in your document and record management platform of choice without the need to install multiple / separate applications.

### **ContentLink Meeting and Agenda Management**

In many public sector jurisdictions, key decisions are made within a committee or council meeting. The agenda forms the backbone of the meeting. Gathering, approving, and scheduling agenda topics for committee or council meetings can be very time consuming for your staff.

Formark's ContentLink Meeting and Agenda Management solution has been designed to facilitate the preparation of a meeting agenda, the execution of the meeting and an infrastructure for insightful historical analysis of meeting outcomes.

Through the use of an intuitive user interface and configurable meeting templates, ContentLink ensures that users don't lose track of where they are, that they see only the valid and relevant meeting content and options at any time, and that those options pertain to the business at hand.

### **ContentLink Meeting and Agenda Management Features**

#### Management Dashboards

ContentLink Meeting and Agenda Management offers a number of dashboard options, presenting insight into upcoming meetings, open agenda topics and action items, and historical analysis for all meetings a user has permission to see.

#### Simplified Content Server User Interface

The solution provides full access to a Content Server meeting workspace in a single screen that is optimized for usability. ContentLink Meeting and Agenda Management can be accessed on both tablets and laptops. All Content Server content, including documents, agenda topics, action items and discussions, are available for use, subject to permissions.

#### "Quick Links" Navigation

A configurable "Quick Links" tree control presents important folders, discussion threads or agenda topics at a glance at all times. This feature makes it easy to access all relevant information relating to a meeting.

#### Flexible Meeting Templates

ContentLink Meeting and Agenda Management can be configured to automatically create meeting workspaces with pre-determined content, agenda topics and presentation. This feature supports compliance to important business processes.

#### Simplified Agenda Approval Cycle

ContentLink uses a workflow process to manage all agenda topic requests. Only approved agenda topics are loaded into a meeting instance.

#### Meeting Decisions are Captured in Real Time

With ContentLink Meeting and Agenda Management, all decisions are captured and categorized as they are resolved. All meeting participants can see the status of every agenda topic and action item within the meeting and via dashboards.

### A Single Source of Truth

All meeting content, agenda topics and action items are maintained within Content Server. Gone are the days when incorrect information is presented or referenced in a meeting.

### Meeting Compliance Requirements

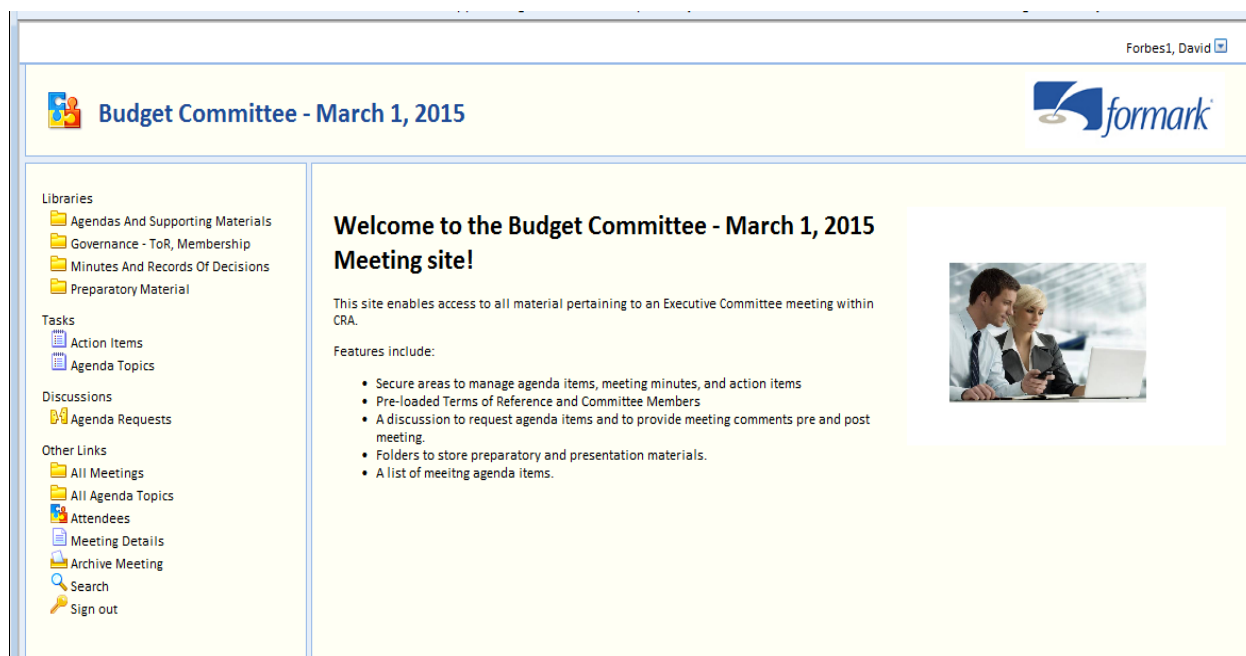
All meeting content, including agenda topics and action items are managed with Content Server's Records Management module.

### *Who Can Use ContentLink Meeting and Agenda Management?*

ContentLink Meeting and Agenda Management can be used anywhere that organizations need simple, fast and secure access to manage meeting content, agenda topics and action items within Content Server:

- Council meetings
- Collaborative project meetings
- Executive meetings with a focus on historical assessment of decisions taken

ContentLink Meeting and Agenda Management makes Content Server the right answer for managing meetings, agenda topics and action items.



The screenshot shows a web interface for a meeting site. At the top right, it says "Forbes1, David". The main header is "Budget Committee - March 1, 2015" with the formark logo. On the left is a navigation menu with sections: Libraries (Agendas And Supporting Materials, Governance - ToR, Membership, Minutes And Records Of Decisions, Preparatory Material), Tasks (Action Items, Agenda Topics), Discussions (Agenda Requests), and Other Links (All Meetings, All Agenda Topics, Attendees, Meeting Details, Archive Meeting, Search, Sign out). The main content area has a heading "Welcome to the Budget Committee - March 1, 2015 Meeting site!" followed by a sub-heading "This site enables access to all material pertaining to an Executive Committee meeting within CRA." Below this is a list of features: Secure areas to manage agenda items, meeting minutes, and action items; Pre-loaded Terms of Reference and Committee Members; A discussion to request agenda items and to provide meeting comments pre and post meeting; Folders to store preparatory and presentation materials; and A list of meeting agenda items. There is also a small image of two people looking at a laptop.

### **About Formark**

Formark enables more business solutions to be built around Content Server, the premier collaboration and knowledge management solution from Open Text Corporation. By making it easy for Content Server solutions to engage external user communities, exchange content and execute business processes, Formark makes Content Server the right answer for a much broader set of business challenges.

For more information visit our website at [www.formark.com](http://www.formark.com) or contact Formark at **(613) 599-5173 x232** or [sales@formark.com](mailto:sales@formark.com).

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