

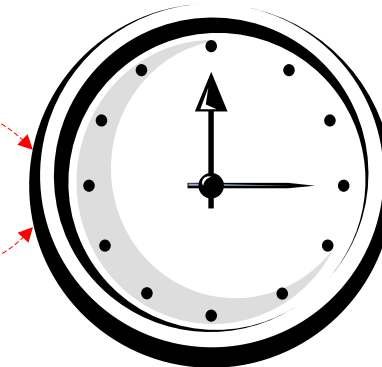
Meeting Manager – Primary Features

Manage Meetings or Meeting Data (Actions & Minutes)

Manage by Project/ Programme

3 layer sorting

Filter by Date/Meeting Type



Daily Red/Amber/Green Automatic status updates

Control Form (Meeting_Manager_ModuleV2@e-Work Server) - Metastorm e-Work - Windows Internet Explorer

changing the way you do business
changingConcepts

Display? Meetings Meeting Data

Programme: OGC Change Programme Project: OGC ICT Project Meeting Type: Meeting Date:

All Meeting Types All Dates

Sort Order: Clear Sort

ID	Meeting Date	Meeting Type	Agenda Item	Attendee who owns	Item Type	Action By	Detail	RAG	Status	Priority
960	3/25/2008	Project Meeting	Finances	Gordon Brown	Action	3/28/2008	LT to provide latest report on Q4 submissions	RED	Pending	9
991	3/25/2008	Project Meeting	Finances	Gordon Brown	Action	4/12/2008	Interest rates to stay at current level - Gordon to release statement to public. Further info still required	AMBER	Closed	9
992	3/25/2008	Project Meeting	Introductions	Lachlan Taylor	Action	4/30/2008	Next meeting - not to bother with introductions - LT to outline plan on how he is to do this	GREEN	Pending	9
993	3/25/2008	Project Meeting	Schedules	Lachlan Taylor	Minute		Lachlan happy with schedule		Closed	9
994	3/25/2008	Project Meeting	Finances	Gordon Brown	Action	4/24/2008	Q4 forecast to be modified so that WIP is accurate Still not done	RED	Pending	9
1,001	4/18/2008	Project Meeting	Finances	Gordon Brown	Action	4/25/2008	Finances review to now be done w/e 22/08/08	RED	Pending	9
1,002	4/30/2008	Stakeholder Meeting	Power vs Influence	Gordon Brown	Action	4/30/2008	Power vs influence process to be modified to include charting characteristics and to use excel for prioritisation.	GREEN	Pending	9
1,003	4/30/2008	Stakeholder Meeting	Stakeholder Review	Gordon Brown	Minute		Tony Blair no longer a primary stakeholder		Closed	9
1,004	4/30/2008	Stakeholder Meeting	Stakeholder Review	Tony Blair	Minute		Gordon Brown is now prime minister		Closed	9

Actions Minutes Pending In Process Closed

Search/Refine Results Clear Report Refresh List

Log window showing item status changes:

Item ID	Date/Time	Status	By
960	04/07/2008 13:36	Pending	Lachlan Taylor
991	04/07/2008 13:36	Pending	Lachlan Taylor
992	04/07/2008 13:36	Pending	Lachlan Taylor
993	04/07/2008 13:36	Pending	Lachlan Taylor
994	04/07/2008 13:36	Pending	Lachlan Taylor
1001	04/07/2008 13:36	Pending	Lachlan Taylor
1002	04/07/2008 13:36	Pending	Lachlan Taylor
1003	04/07/2008 13:36	Pending	Lachlan Taylor
1004	04/07/2008 13:36	Pending	Lachlan Taylor

All Items status' are fully recorded for Auditing

Filter by Status/Item Type

Full text searching available across all data

Metastorm e-Work - Windows Internet Explorer

http://localhost/e-work/default.aspx#

File Edit View Favorites Tools Help

Metastorm e-Work

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Folder	Subject	Updated	Stage	Priority	Deadline	Message
e-Work Server	Meeting Manager Add 0005	4/7/2008 13:36	Pending	9		Item Updated by Lachlan Taylor
e-Work Server	Meeting Manager Add 0019	4/7/2008 13:36	Pending	9		Item Updated by Lachlan Taylor
e-Work Server	Meeting Manager Add 0024	4/7/2008 13:36	Pending	9		You have received a meeting item for the OGC ICT Project - Project Meeting date: 18/04/2008
e-Work Server	Meeting Manager Add 0025	4/7/2008 13:36	Pending	9		You have received a meeting item for the OGC ICT Project - Stakeholder Meeting date: 30/04/2008

Live Web Reporting for Non Licence users

All Actions and Minutes allocated to Owners via their To-Do lists - centrally managed by Control Panel

Live Web Reporting for Non Licence users