AgendaW⚙RX

Make Your Life Easier

Easy Checklist

How AgendaWorx can enhance your online meetings

Using an online board pack can change your life. You will be able to collaborate on all meeting documents, make private and public notes, vote on meeting decisions, audio record important decisions, print a collated combined agenda or any of the attachments, have access to a comprehensive library and so much more. And everything you do will remain in your archived agenda (yes, even the audio recordings and voting poll results) in one place for auditing purposes.

Below is an easy tick list of everything that AgendaWorx can do for you. To keep things simple, we will use the term 'agenda' wherever we refer to a board pack.

- AgendaWorx is developed and supported **locally, supporting the South African economy and SMEs.** It is costed for in ZAR, so no worries that exchange rates will affect your board pack expense. We also have a BBBEE level 4 rating and are continuously working on improving this.

- AgendaWorx is all about **security** – all content is automatically **encrypted.** Regular penetration tests keep the system secure. We are also in the process of becoming ISO 27001 certified.

- **The tool is available on ANY device** you use such as a computer, MAC, iPad, Smartphone and **across all platforms** (IOS, Android, Windows etc.)

- No software downloads or syncing required and no App upgrades that will confuse your delegates and delay your meetings**.**

- An **offline version with or without private and public comments is available** which is **printable** for record keeping.

- The content is embedded as **part of the online platform en therefore editable, so the secretary, chairperson and principal officer (whoever you give permission)** can easily engage with and change the content.

- You can **audio record meeting decisions** at every agenda item.

- Meeting attendees **can collaborate**: comment, load files, voice notes, vote etc.

- You can **vote live on all meeting decisions** at every agenda item and show the names or remain anonymous.

- **You will create the content in your agenda online.** Creating the agenda directly in the tool will allow you to create a **template** for the content and to copy it from one agenda to the next. This is especially important for all those standard items that are in every agenda. No more working in Word to create an agenda – EVER.

- AgendaWorx allows users to RSVP to meeting invitations and the secretary can then note the attendees and apologies in the meeting.

- You can upload ANY files, such as PowerPoint presentations or Excel spreadsheets into the tool, they are not automatically converted to PDF. Sometimes you may want meeting attendees to see an actual spreadsheet or load a presentation, which someone will present in the meeting straight out of the tool.

- You can easily see the agenda content at a glance and mark items you want to refer to later.

- Meeting attendees will be able to make PUBLIC comments and PRIVATE notes at every agenda item.

- You can create **comprehensive surveys** in seconds.

- Meeting attendees will be able to book out documents such as minutes, make suggested changes or annotations and upload them again. Or they can suggest changes to the minutes directly in AgendaWorx at every item, which will be quick and easy for the secretary to incorporate.

- AgendaWorx also offers version control of booked out documents. Meeting attendees can also upload private documents for their future reference.

- You can prioritise agenda items according to priority or risk with a red, orange or green tab.

- AgendaWorx sends action items and reminders to all the meeting attendees who have been tasked, automatically, on two occasions: When they have been tasked and when the deadline date for the action approaches.

- You can add persons responsible and tasks from a dropdown at every agenda item.

- Every meeting attendee can pull a list of all their action items or items that they need to provide feedback on directly in the agenda.

- The tool allows for round-robin resolutions via unlimited voting polls and these can be audited.

- The tool can send bulk emails to all meeting attendees. Meeting attendees can have more than one email address and any email address will be allowed such as gmail.

- The secretary can publish notices and the meeting attendees will receive an email advising them of this.

- Users can upload a profile image and the image will display on the contact us page so that every meeting attendant will know who the other meeting attendees are as well as their contact info. It can also accommodate a google map link to the venue.

- A fully-branded option is available, however all agendas and minutes and pages will carry your logo.

- Support is local with live chats, emails, whatsapp and contact numbers available. A HELP manual and short videos are also available.

- You can block certain meeting attendees from seeing certain agenda items, library pages or entire agendas.

- A comprehensive library is available that is intuitive and searchable.

- You can load your yearplan on the system at the begginning of the year and AgendaWorx will pull the items into the agendas automatically during the year

- You can make annotations on documents in the agenda: highlight, write and add comment boxes. Then close and it saves your changes immediately.

- You can sign board resolutions and any documents from November 2020

These are just some of the items you can expect when looking at AgendaWorx as an online board pack tool. You don't want to be stuck with a tool that is essentially a glorified PDF with a quick index. You want the tool to work for you. Get away from sending emails to get comments and feedback on minutes and documents – often these comments are contradictory. Let your attendees upload their comments directly onto your agendas or minutes with tracked changes and manage the changes with version control. Most importantly, automate your action items. Task meeting attendees in your meeting and trust the tool to notify them that they have been tasked and to send reminders when the deadlines approach, instead of you following up by email. AgendaWorx will change the way you engage with your meeting attendees and take your efficiency to a whole new level.

All of this and more is possible with AgendaWorx.com.

Contact us today   https://www.agendaworx.com/
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Developed and supported locally
BBBEE level 4
Used and trusted for 10 years