

# Meetings

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# What are Types of Meetings?

A **meeting** is when two or more people come together to discuss one or more topics, often in a formal or business setting. However, meetings can also occur in various other environments. They serve as a form of group decision-making and communication. Meetings may happen face-to-face or virtually, using communication technologies like telephone conference calls, Skype, or videoconferences. The term “meeting” encompasses a wide range of gatherings, including:

- **Shareholders Meetings:**
  - **Annual General Meeting (AGM):**
    - **Purpose:** Held once a year to discuss the overall progress of the company, financial statements, and future plans.
    - **Quorum:** Minimum number of shareholders required for the meeting to be valid.
    - **Time Gap:** Not more than 15 months between AGMs.
  - **Extraordinary General Meeting (EGM):**
    - **Purpose:** Addresses urgent matters that require immediate attention.
    - **Quorum:** Determined by the company’s articles.
    - **Initiation:** Can be called by the board or requisitioned by eligible members.
- **Committee Meetings:**
  - **Audit Committee Meeting:**
    - Discusses financial reporting, internal controls, and audit-related matters.
  - **Nomination and Remuneration Committee Meeting:**
    - Deals with appointments, remuneration, and other related issues.
  - **Other Committee Meetings:**
    - Specific committees (e.g., risk management, CSR) meet as required.
- **Board Meetings:**
  - **Purpose:** Board members discuss strategic decisions, financial matters, and company policies.
  - **Frequency:** Regular board meetings occur periodically.
  - **Quorum:** Determined by the company’s articles.
- **Debtors Meetings (Customer, Project etc.):**
  - **Purpose:** In case of company reconstruction, amalgamation, or arrangement, creditors meet to approve or reject the proposal.
- **Creditors Meetings (Vendor, Supplier, Manufacturer, Subcontractors) :**
  - **Purpose:** In case of company reconstruction, amalgamation, or arrangement, creditors meet to approve or reject the proposal.
- **Debenture Holders Meeting:**
  - **Purpose:** Debenture holders discuss matters related to debentures issued by the company.
- **Other Types:**
  - **Class Meetings:** Specific class of shareholders or debenture holders meet to discuss matters affecting their interests.
  - **Meetings with the Board of Directors:** Various committees interact with the board on specific topics.

**Remember, these meetings play a crucial role in corporate governance, decision-making, and transparency within the company**

# AI Manager/Director : Plan Meeting

Meeting Planning: Prepare for meetings faster. 45 seconds is all you need.

The screenshot shows an ERP system interface with a top navigation bar containing various modules like ERP, GTD, CRM, DM, TMM, OMS, SDM, SMS, PMS, CSS, SCM, PPP, MFG, EPC, IMS, LMS, EAM, MMS, QMS, HCM, TLM, TOM, PAY, WAG, PGM, PA, LEG, ESS, and ACC. Below this is a secondary navigation bar with icons for ScoreCard, Create, Edit, Approve, Print, OnHold, Approved, Rejected, Delegate, Calendar, Scheduler, Timesheet, WBS, Gantt, Resource, Material, Manpower, Machinery, B/O, MTO, MTS, MRP, ROP, KANBAN, Today, ToDo, Kanban, Ticket, UnHold, Lists, Process, Pipeline, Progress, Journey, Dashboard, Reports, Alerts, and Workchart. The main content area is titled '36. ERP Work Area' and includes buttons for Home, Folder, Camera, and Edit. A sub-menu is open for 'Meetings', showing options like Uploads, Chatter, Meetings, Emails, Ticket, Hold, Page, Checklist, Drill, Status, Log, Portal, and Share. The 'Plan Meeting with Client or Party' form is visible, with fields for 'Plan New' (set to PHYSICAL MEETING), 'by Date' (dd-mm-yyyy), 'Time' (--:--), 'at Meeting Room' (HO 4th Floor Conference Room), 'Location URL' (https://www.zoom.com?meetingid=1234), and 'Meeting for Project' (600-HPCL 626 VIZAG). A 'Schedule Meeting' button is present. Below the form, there are sections for 'Last Meeting with Client or Party' (No Activity done till date....) and 'Past Meeting with Client or Party'. On the right, there is a list of members to invite, including KEYUR J. BHATT and ASHISH G. KANTAWALA. A red callout box on the right states: 'Connect meeting with ERP Doc and record so that meeting trail can be maintained to reduce cost'. A blue callout box at the bottom right is titled 'OVERVIEW' and lists: 'Why planning?' followed by three points: '1. Stay ahead, always', '2. Never forget anything', and '3. Beyond the basic alerts.'

Connect meeting with ERP Doc and record so that meeting trail can be maintained to reduce cost

**OVERVIEW**  
Why planning?  
1. Stay ahead, always  
2. Never forget anything  
3. Beyond the basic alerts.

Goal: Every meeting is an expense to company. So minimize meetings and war rooms in company.

# Pre-Meeting - Step 1: Invite Team

38. ERP Work Area **Home** **Folder** **Camera** **Edit** ECM: **UnApproved** / Approved / Rejected

Uploads Chatter **Meetings** Emails Ticket Hold Page Checklist Drill Status Log Portal Share

**+ Plan Meeting with Client or Party**

□ PHYSICAL MEETING  
Due by Date: 04/04/2024 and Time: 11:26  
**Meeting Venue:** HO 4th Floor Conference Room  
**Meeting Agenda:** MFG REVIEW

**Step 1: Invite Internal Attendees in Meeting.**  
1. [Enter Internal Attendees](#)

**Step 2: Enter Agenda Discussion and Action Points for meeting.**  
1. [Upload MOM Issues Excel](#)  
2. [Update MOM Contents](#)  
3. [Print Draft MOM](#)

**Step 3: Invite External Attendees in Meeting:**  
**Customer Invite** **Send Invitation** **Send Reminder**

Invite Member to chat and share this document data  
Select User/Employee

**Invite**

**KEYUR J. BHATT** - Joined:24/06/2021 16:12:16 --- [Remove](#)

**ASHISH G. KANTAWALA** - Joined:07/07/2021 10:57:30 --- [Remove](#)

**Standardize: Decide Members to be invited in team by default as per responsibility for this work**

# Pre-Meeting - Step 2: Prepare Agenda



38. ERP Work Area

Home Folder Camera Edit

ECM: UnApproved / Approved / Rejected

Uploads Chatter Meetings Emails Ticket Hold Page Checklist Drill Status Log Portal Share

+ Plan Meeting with Client or Party

PHYSICAL MEETING

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Step 3: Invite External Attendees in Meeting:

Customer Invite Send Invitation Send Reminder

MOM Upload

Step 0: [Download Excel Format to prepare data](#)

Step 1: Upload Excel File  No file chosen

Step 2: Upload data into ERP

Step 3: Make sure you have mentioned MOMID:  in your excel?.

Step 4:

## Prepare Agenda with Draft MOM

MOM: Minutes of Meeting						
MOMID:	20					
MOM Date:	04/04/2024 11:29:28					
Meeting For:	ERP					
Meeting Venue:	HO 4th Floor Conference Room					
Meeting Date:	04/04/2024 11:29:27					
Next Meeting Date:	04/04/2024 11:29:28					
Meeting Agenda:	MFG REVIEW					
Document REF NO:	38					
COMPANY ATTENDEES LIST				PARTY ATTENDEES LIST		
Sr.No.	Employee	Department	Status	Party	Department	Status
1	Dixita Parmar	ERP	Not Attending			
2	KEYUR J. BHATT	Computer	Not Attending			
3	ASHISH G. KANTAWALA	Computer	Not Attending			

# Pre-Meeting - Step 3: Invite Party

Invite Customer, Supplier or any 3<sup>rd</sup> party in meeting

The screenshot shows the 'Step 3: Invite External Attendees in Meeting' interface. The main window has a header with 'Customer Invite', 'Send Invitation', and 'Send Reminder' buttons. Below the header, there are steps for starting the meeting, entering the MOM, and entering a short summary. A modal window titled 'Invited Members to this meeting' is open, showing a list of invitees. A warning message 'Please fill out this field.' is displayed over the list.

Sr.No.	Employee	Department	Status	Party	Department	Status
1	Dixita Parmar	ERP	Not Attending			
2	KEYUR J. BHATT	Computer	Not Attending			
3	ASHISH G. KANTAWALA	Computer	Not Attending			

Sr.No.	Issue	Risk	Action	Responsible	Target Date	Sign
1.	Invite			SUZUKI MOTOR GUJARAT PVT LTD / ASHAPURA DISTRIBUTORS - --		
2.	Invite			IOCL, Dumad - ETP / 0 - erpwebhr@gmail.com		
3.	Invite			IOCL, Gorakhpur - Biomethanation / 0 - -		
4.	Invite			RCF, Thal - ETP / 0 - -		
5.	Invite			IOCL, Dumad - Tankages / 0 - -		

Please fill out this field.

# Pre-Meeting: Check Daily Briefing System

Meeting Alert: Start your day knowing what exactly needs to be done.

My Daily Breifing Pending Work due as on 04/04/2024

Category	To	End
Emails	To Answer All Emails	0
Meetings	To Attend 88. Venue: HO 4th Floor Conference Room TIME: 11:26 All Meetings	0
Tasks	To Do All Tasks	0
Tickets	To Close All Tickets 203.CTC REPORT CHECKING Komal Rana	0
Holds	To UnHold All Holds 55.PL/632 HRRL: Rev. 0 Greeshma Mishrad 63.CTC REPORT CHECKING ASHISH G. KANTAWALad	0
Reminders	To Act All Alerts	0
Messages	To Read All Chats Ledger Vouchers 102 messages LastMsg PAYMENTS 22 messages LastMsg BankBook for Reconciliation 102 messages LastMsg PURCHASE ORDER 2 messages LastMsg EWAYBILL 2 messages	
Work	To Initiate All Work My Leave My Attendance My Timesheet My SelfService ERP Add/Approve Discuss DESIGN Add/Approve Master DEVELOP Add/Approve Master TESTPROCESS Add/Approve	

**Get timely reminders for upcoming meetings**

All Employees Check upcoming meetings in daily briefing systems and acts accordingly

# Meeting - Step 4: Start Meeting

Conduct your online meeting on Zoom, Meet or Team

e.g. Zoom Meeting Started

## + Plan Meeting with Client or Party

### □ PHYSICAL MEETING

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#### Step 1: Invite Internal Attendees in Meeting.

1. [Enter Internal Attendees](#)

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1. [Upload MOM Issues Excel](#)
2. [Update MOM Contents](#)
3. [Print Draft MOM](#)

#### Step 3: Invite External Attendees in Meeting:

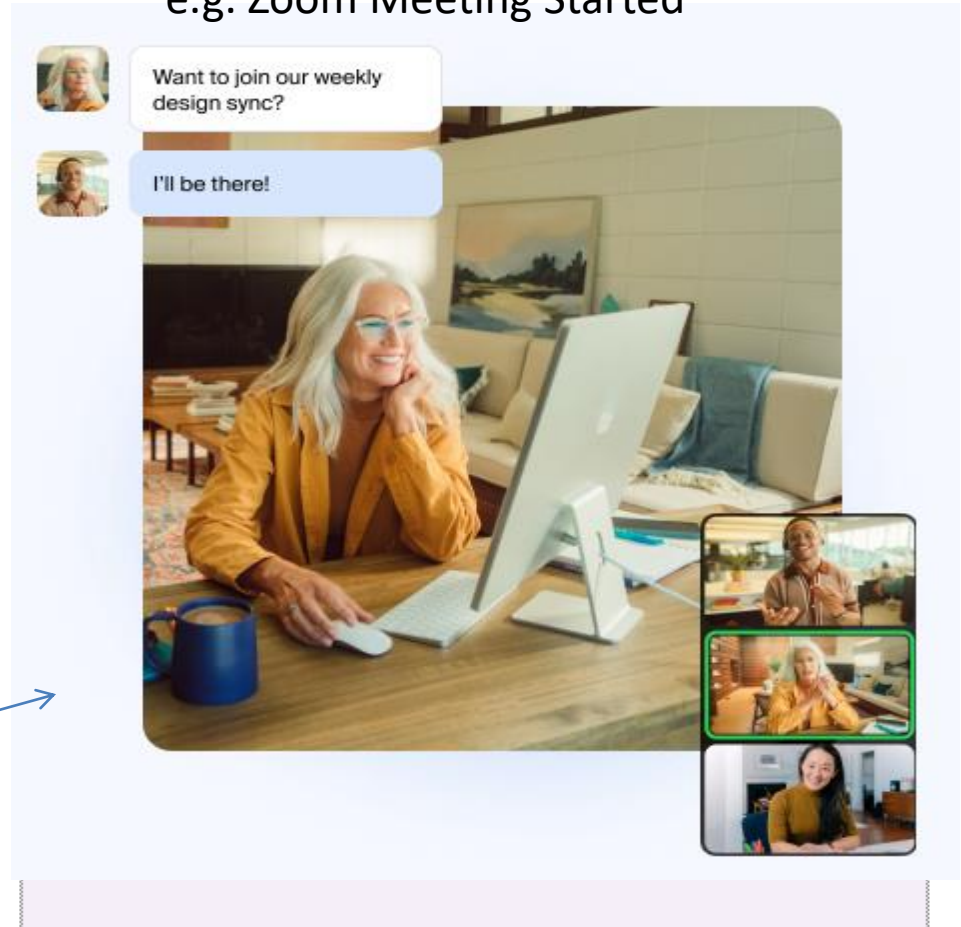
Customer Invite

Send Invitation

Send Reminder

#### Step 4: Start Meeting:

Start Meeting Now





# Meeting - Step 5: Enter MOM/Transcript

## Prepare Action Items and MOM Minutes of Meeting

+ Plan Meeting with Client or Party

□ PHYSICAL MEETING

Due by Date: 04/04/2024 and Time: 11:26

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**Meeting Agenda:** MFG REVIEW

**Step 1: Invite Internal Attendees in Meeting.**

1. [Enter Internal Attendees](#)

**Step 2: Enter Agenda Discussion and Action Points for meeting.**

1. [Upload MOM Issues Excel](#)
2. [Update MOM Contents](#)
3. [Print Draft MOM](#)

**Step 3: Invite External Attendees in Meeting:**

Customer Invite   Send Invitation   Send Reminder

**Step 4: Start Meeting:**

Start Meeting Now

**Step 5: Enter MOM with Actions and Responsibility decided in meeting.**

1. [Enter MOM Actions and Responsibility](#)
2. [Print Final MOM to be signed](#)

MOM: Minutes of Meeting						
MOMID:	20					
MOM Date:	04/04/2024 11:29:28					
Meeting For:	ERP					
Meeting Venue:	HO 4th Floor Conference Room					
Meeting Date:	04/04/2024 11:29:27					
Next Meeting Date:	04/04/2024 11:29:28					
Meeting Agenda:	MFG REVIEW					
Document REF NO:	38					
COMPANY ATTENDEES LIST			PARTY ATTENDEES LIST			
Sr.No.	Employee	Department	Status	Party	Department	Status
1	Dixita Parmar	ERP	Not Attending			
2	KEYUR J. BHATT	Computer	Not Attending			
3	ASHISH G. KANTAWALA	Computer	Not Attending			
Sr.No.	Issues	Risk	Action	Responsible	Target Date	Sign
1	RUN SOFTWARE	NO MANPOWER	HIRE PEOPLE	MITT GOSWAMI	04/04/2024	
SUMMARY: For Paramount Limited						
Authorized Signatory Subject to Vadodara Jurisdiction						

Print this page

Chat

**TRANSCRIPTS:** Keep a record of your conversations in chat, phone or video call by uploading the file along with meeting to keep record of what happened in meeting in past

**Share actionable excerpts :** Auto Share meeting notes via tickets with just a few clicks. Export key points as plain text or share the entire notes page with participants.

# Meeting - Step 6-8: Close Meeting

**MEETING NOTES: Transform your note-taking. Capture only what matters.**

1. Use Voice to Text AI Software built in EDGE Browser during meeting to enter MOM or Meeting Summary.
2. Close meeting and auto send copy of MOM to Attendees

Step 6: Enter short summary of Meeting:

Step 7: Status of Meeting: Meeting Held

Send MOM

Step 8:  Mark as Complete / Close Meeting

+ Last Meeting with Client or Party

No Activity done till date.....

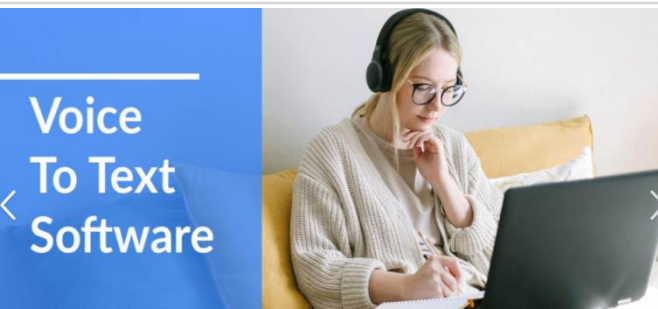
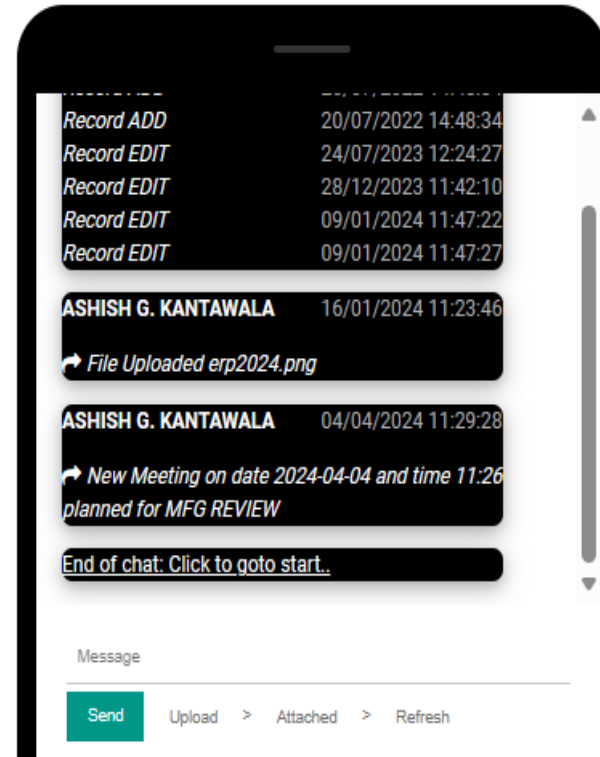
x Past Meeting with Client or Party

Date	Activity	Place	Status	Agenda	Time	MOM
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## OVERVIEW

### Why automated meeting notes, transcripts, MOM?

1. Engage more, note less with voice enabled transcripts based notes.
2. Share and access customized meeting notes MOM effortlessly.
3. Minimize repetitive meetings and empower those who might've missed out the first time.



# Post-Meeting: Action Items tickets issued to responsible members

Manage your action items anywhere. Check whether done or not before next meeting

38. ERP Work Area [Home](#) [Folder](#) [Camera](#) [Edit](#) ECM: [UnApproved](#) / [Approved](#) / [Rejected](#)

Uploads Chatter Meetings Emails **Ticket** Hold Page Checklist Drill Status Log Portal Share

### My Case/Tickets

ID	Raised By	Work For	Date	Subject	Upload	Assign	Approve	Reject
152	ASHISH G. KANTAWALA	SANDIP CHAKRABORTY	31/10/2023 16:07:49	KINDLY DRIVE PAYROLL SYSTEM	<a href="#">Activity</a>	<a href="#">Assign</a>	<a href="#">Approve</a>	<a href="#">Cancel</a>

### My Case/Tickets Multi-step Workflow

ID	Raised By	Work For	Date	Subject	Message	Project
152	ASHISH G. KANTAWALA	SANDIP CHAKRABORTY	31/10/2023 16:07:49	KINDLY DRIVE PAYROLL SYSTEM	KINDLY DRIVE PAYROLL SYSTEM	607

Step#	Step Name	Assigned To	Target	Done
New	<input type="text"/>	<input type="text" value="SANDIP CHAKRABORTY[SandipC ]"/>	<input type="text" value="dd-mm-yyyy"/> <input type="calendar"/>	-- <a href="#">Add</a>
1	teach	ANJALI MAKWANA	31/10/2023	<a href="#">Delete</a>

Tickets are tracked and checked whether work allotted as per MOM is done or not?.

# **INSIGHTS: Gain deeper meeting insights. Only measure what matters.**

- **FIND TALKING TIME**  
Encourage equal participation
- **SENTIMENT CHECK**  
Run more balanced meetings
- **SEARCH**  
Find valuable insights across past meetings
- **ANALYSIS**  
Find how many meetings you did in a project or for some Customer or Vendor and keep history of all communication with all stake holders. This will also help you fight legal battles more strongly in future if any arise.
- **COSTING**  
Find how many meetings you did and how much time and cost you spent on each meeting

## **Why meeting insights?**

- 1. Gauge participation levels**
- 2. Deep dive into team dynamics**
- 3. Make informed decisions**