

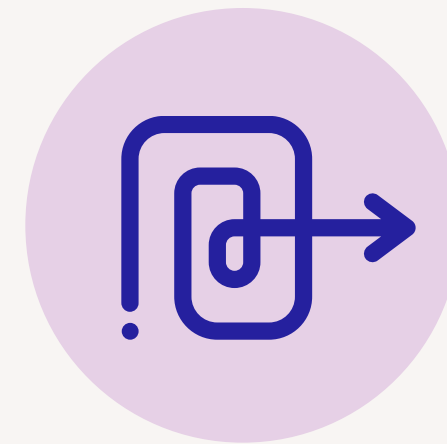


**Board Connect**

Key Features

## About

**Board Connect streamlines your board meetings and allows you to collaborate effortlessly, all from Microsoft Teams.**



### Easy to use

Streamline your board members' experience by offering a single platform that enables them to join calls seamlessly and access all the necessary board information, leading to improved access, accurate material, and effective collaboration that can significantly reduce time-to-decision.



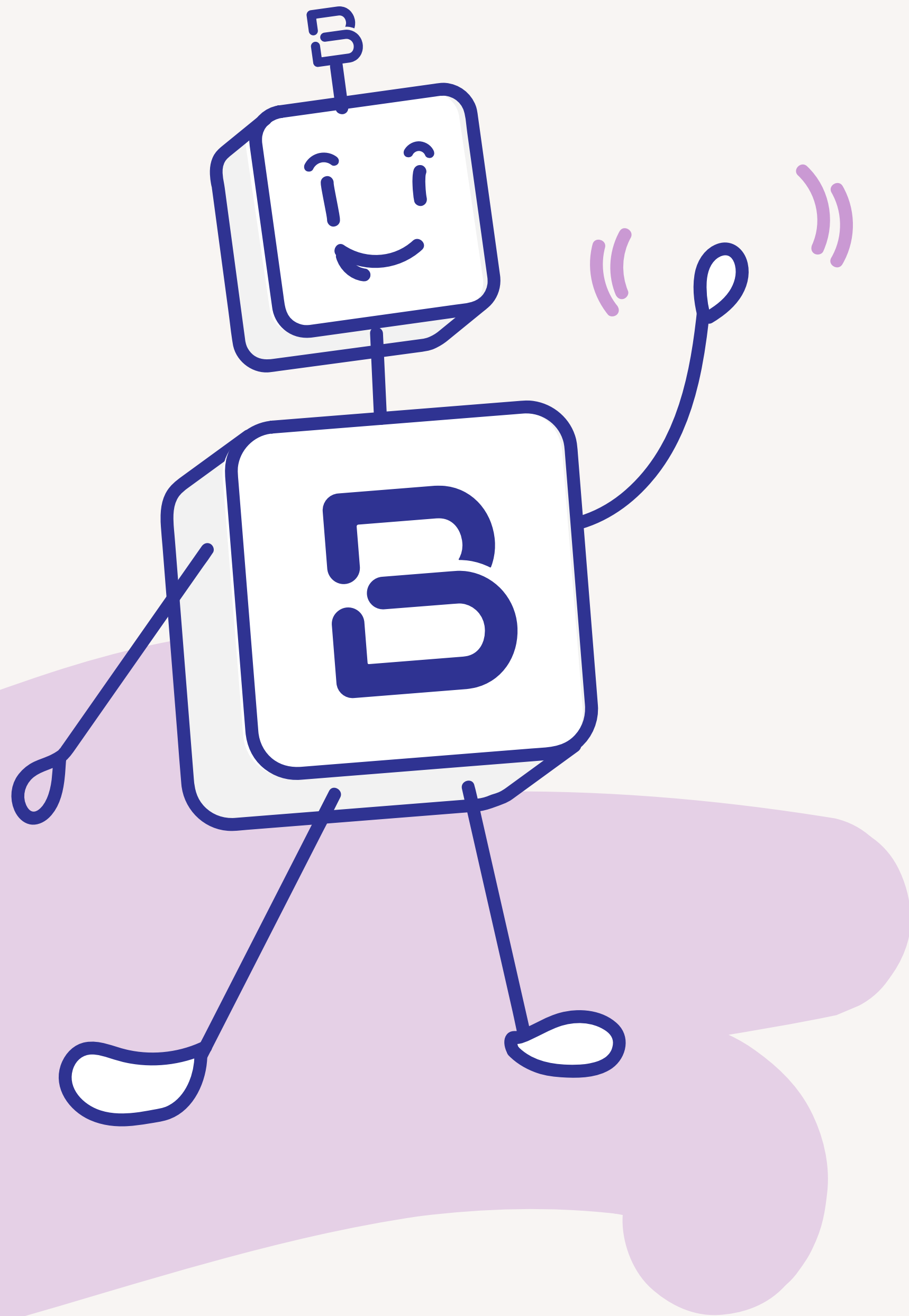
### Trustworthy Security

Board Connect utilizes delegated permissions for authorization. We leverage the power of your Microsoft 365 eco-system to ensure no personally identifiable or company identifiable information is stored.



### Enhances decision-making

An integral part of any meeting is now made easy with Board Connect. Easily capture your meeting minutes, decisions and actions, which can all easily be turned into a document communicated with the board.



# Create a new meeting

## New meetings

Creating a new meeting is effortless, thanks to its user-friendly interface. With intuitive controls, you can quickly set up a meeting, including essential details like date, time, location, permissions and agenda.

## Automatic invitations

Board Connect automatically sends meeting invitation notifications to all invited participants, eliminating the need for manual email invitations. This feature ensures that everyone receives timely and accurate information about the upcoming meeting, keeping all participants informed and prepared.

## Build agenda with ease

The platform enables you to start building out the meeting from scratch or import an old agenda. You can add agenda items, attach relevant documents, assign task owners, and allocate time for each item.

## Easy calendar RSVPs

Users can conveniently RSVP within your teams calendar, simplifying the process of managing meeting attendance. This feature enhances efficiency in meeting planning, allowing organizers to easily track expected attendance and make any necessary adjustments to the meeting arrangements.

**Create new meeting** + Add new meeting

Required Attendees

Optional Attendees

Mon 5 Oct 2020 10:00 Mon 5 Oct 2020 11:00

+ Add new agenda item Cancel Create

**October Board Meeting**  
21st October, 2020 10:00am - 11:00am  
Microsoft Teams Meeting  
Join

# Agenda Management

## Creating the agenda

Creating an agenda is easy and intuitive, allowing you to customise the structure by adding agenda items, board papers, and assigning owners and time allowances, while also saving it as a template for future meetings.

## Quickly create your agenda

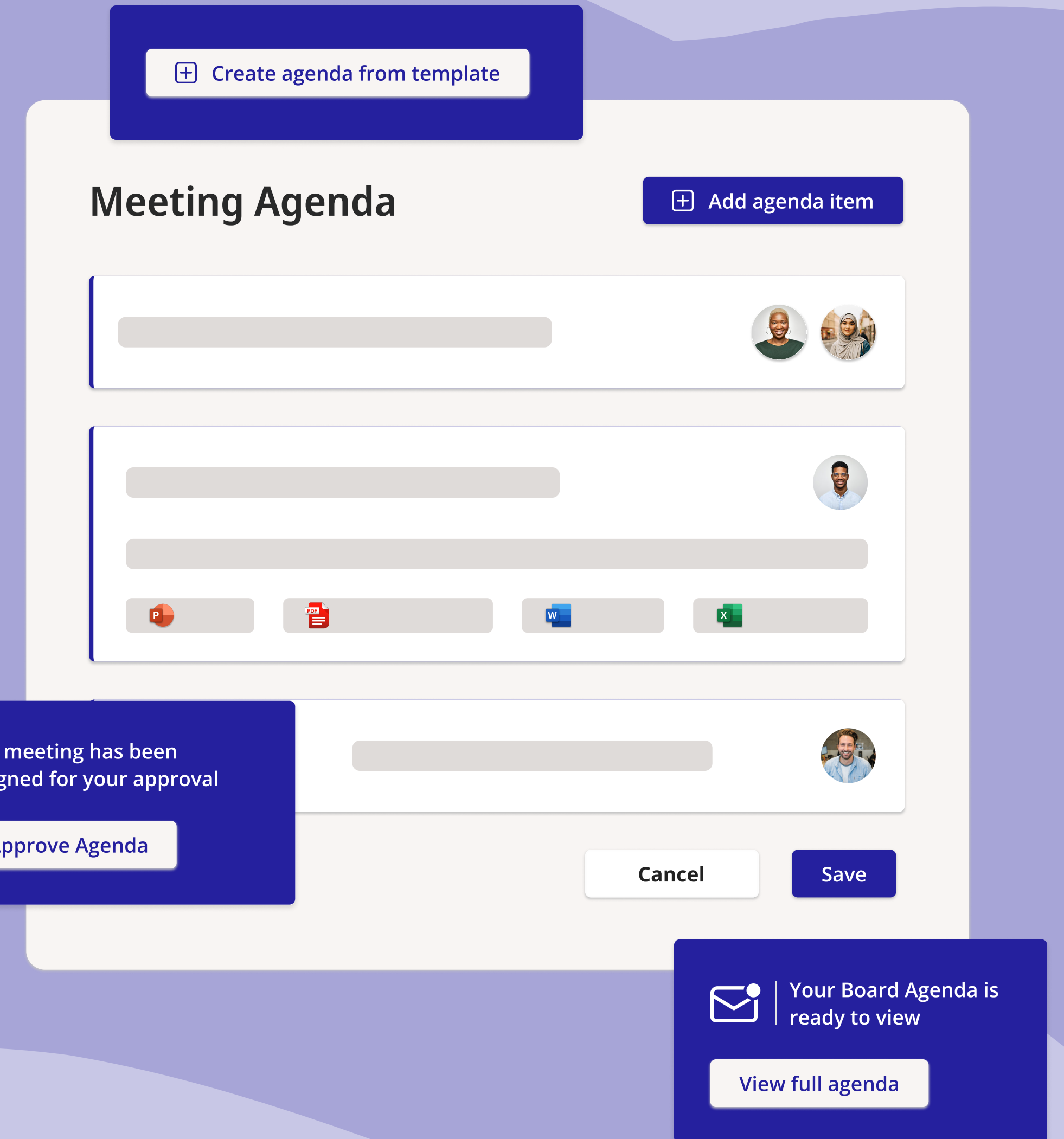
Board Connect streamlines agenda creation by offering time-saving features such as meeting templates, options to choose from previous meetings or best practice agendas, the ability to add unlimited agenda items and board papers, allocate time allowances, and attach supporting board papers.

## Agenda notifications

Board Connect sends agenda notifications to meeting participants through templated emails and team activity feed notifications, ensuring users are well-informed. The user-friendly interface makes it easy to follow along with the discussion.

## Simplify your board meeting processes

Board Connect simplifies the board meeting process for board secretaries by enabling the addition of staff to assist with document management, facilitating agenda and board paper approvals, and providing executives with easy access to necessary meeting information through the online platform.



# Private Copies

Board Connect provides members with the ability to take a copy of meeting papers and store it in their OneDrive, Team or SharePoint. Members can conveniently utilise tools like Adobe Acrobat/Reader or Microsoft Word to annotate and highlight relevant content, ensuring effective collaboration and analysis of meeting materials.

## Easy Access

Members access private meeting papers through a icon directly within Board Connect. Board Connect offers a seamless and secure platform for accessing documents, ensuring that members can easily locate and retrieve the necessary materials.

The screenshot displays the 'Meeting Agenda' interface. At the top right, there is a purple box containing a document icon and the text '2023-Annual-Budget.docx'. The main content area shows four rows of document thumbnails. Each row includes a document icon (PowerPoint, PDF, Word, or Excel), a download arrow, and a user avatar. A purple 'Add comment' dialog box is overlaid on the bottom row, featuring a text input field and a 'Save' button.

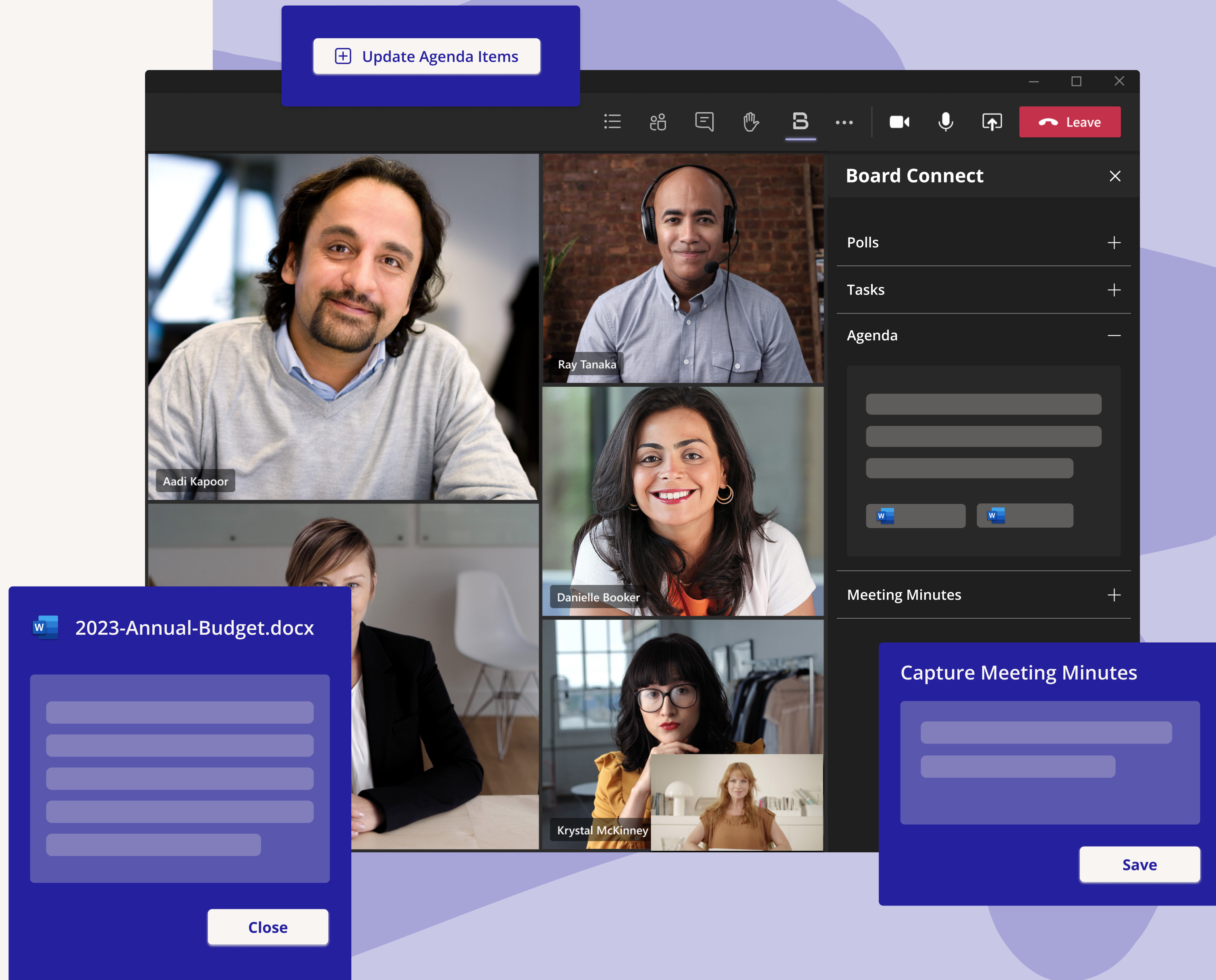
# In meeting experience

## Real-time agenda updates

With Board Connect, you can update the agenda during the meeting, allowing you to adapt and refine the meeting's structure in real-time. Whether it's adding new agenda items, reordering existing ones, or making adjustments based on the discussion, Board Connect empowers you to keep the agenda up to date and aligned with the evolving needs of the meeting.

## Take meeting notes

Taking notes within the meeting becomes effortless with Board Connect. The platform provides a dedicated space where you can jot down important points, action items, decisions, and any other relevant information during the meeting. This feature ensures that you capture and preserve essential details and insights while maintaining focus and engagement throughout the discussion.



# Meeting minutes

## In-meeting minutes

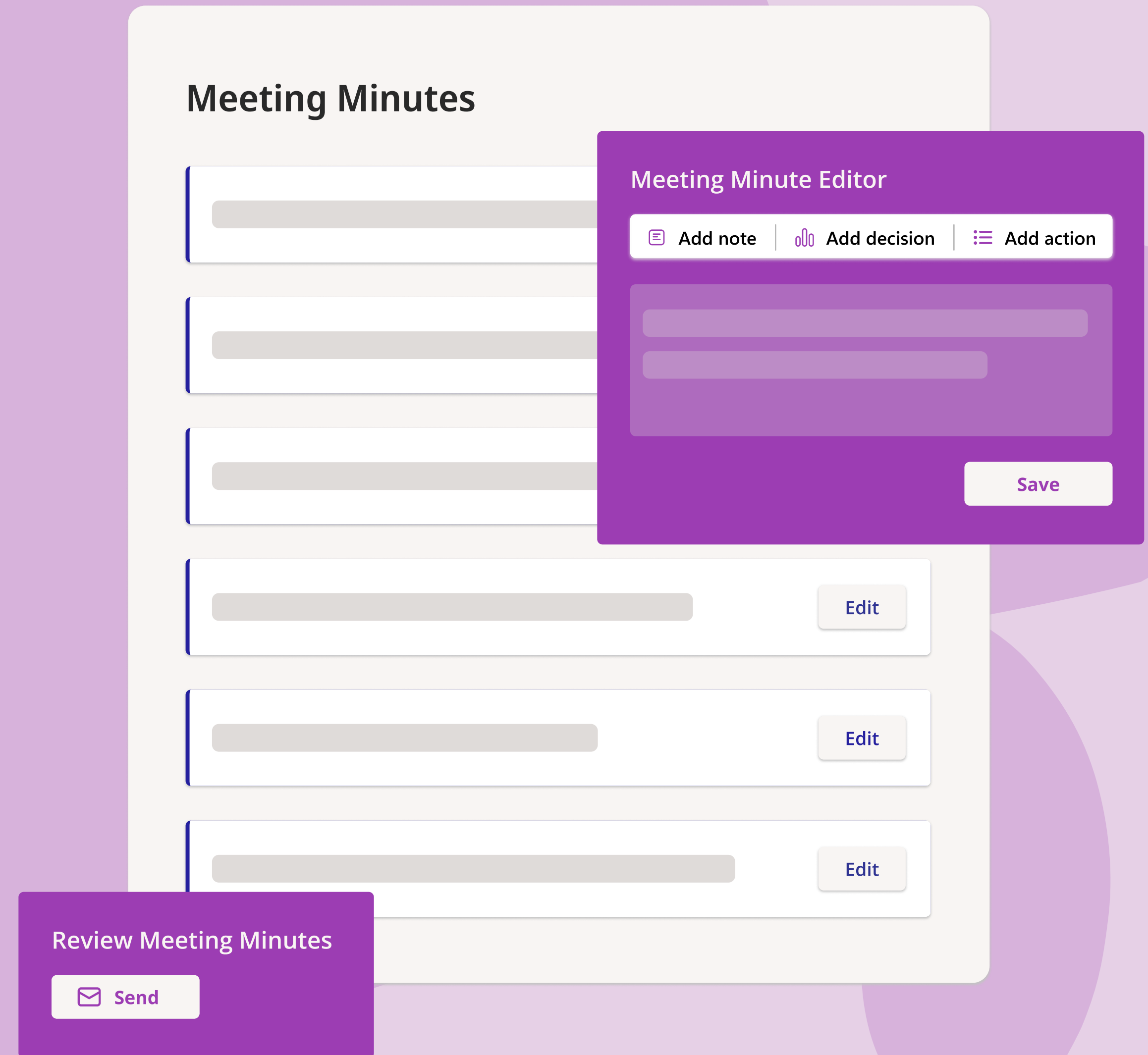
Board Secretaries can conveniently manage meeting minutes, decisions, and actions directly within the meeting interface, eliminating the need for application switching and preserving contextual awareness.

## Edit meeting minutes after the meeting

Our meeting minute editor simplifies the board secretary's role by enabling real-time creation and easy post-meeting updates, allowing effortless collation into a PDF file for convenient distribution.

## Review & distribute meeting minutes

Effortlessly distribute your finalized meeting minutes to all meeting invitees after editing and compiling them into their final version. By effortlessly distributing the finalized meeting minutes through Board Connect, you can promote transparency, accountability, and effective collaboration among meeting participants.



# Decision register

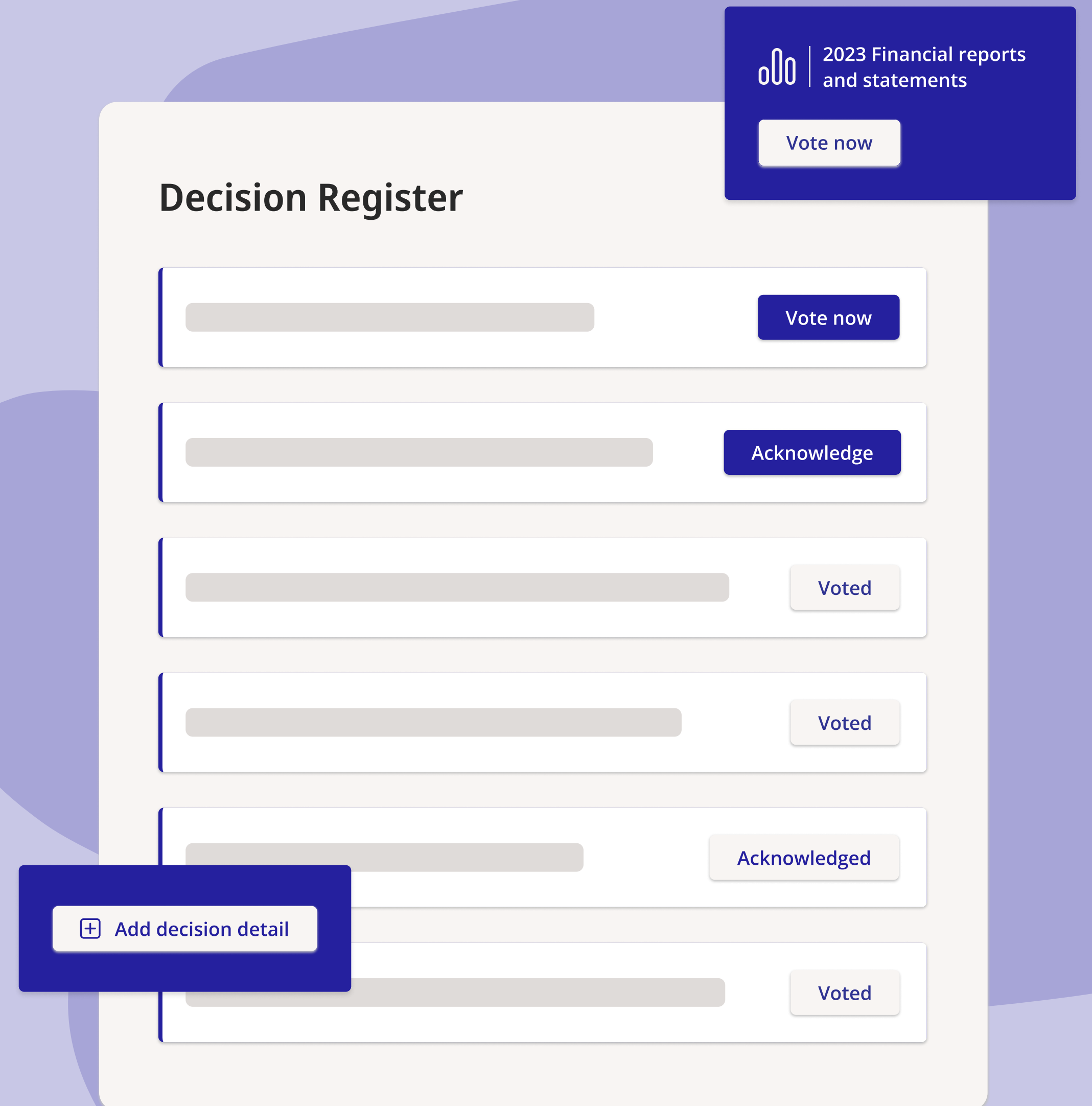
The decision register in Board Connect helps organisation effectively track and document important decisions. Acting as a centralized repository, it ensures that key information related to decisions is captured, organized, and readily accessible when needed.

## Record decisions easily

Each decision is recorded within the app, providing a comprehensive record of the organization's decision-making process. This includes capturing details such as the specific decision made, the context and rationale behind it, and the individuals responsible for making the decision. This serves as a valuable resource for future analysis and accountability, allowing stakeholders to easily review past decisions, understand the reasoning behind them, and evaluate their impact on the organisation.

## Foster transparency within the organisation

Furthermore, the decision register fosters transparency and clarity within the organization by promoting a structured and standardized approach to decision-making. Having a centralized repository ensures that important decision-related information is consistently documented and easily accessible to authorized individuals, preventing critical knowledge from being lost or overlooked.





# Voting

## Remote decision-making

Board members receive email notifications to vote on decision items, even if they are unable to attend the meeting. This feature allows members to participate in decision-making remotely and ensures their input is included in the voting process, promoting inclusivity and flexibility in board governance.

## Make your vote outside of the meeting

After reviewing the decision options, each member can vote during the allocated decision time. This ensures that everyone has a say in the matter at hand. All without needing to join a meeting.

## Easy voting

Directors are kept up-to date with every step of an out session decision and prompted when they need to act. They will receive an email notification that a decision has started with voting instructions so board members can cast their vote from anywhere at any time during or after the meeting.

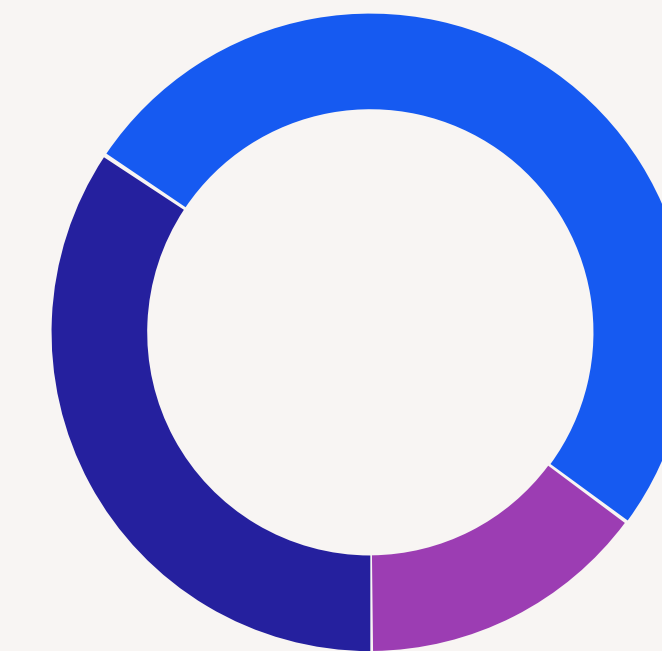
### Approve IT Budget recommendations

Progress bars for the poll question.

Where should we host the October Meeting?

9 responses

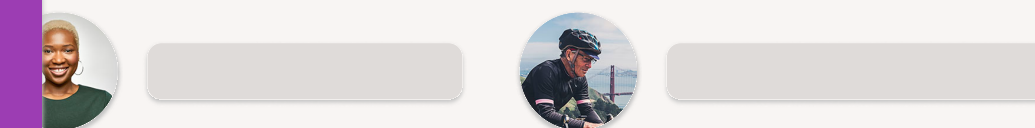
Vote now



- Approve
- Reject
- Abstain

### Voting results

Approve



Reject



Vote open for the next annual budget decision

Vote now