

A Microsoft® SharePoint® App For Productivity

Outsmart the Chaos. Bring Innovation to Your Meetings.

Key Benefits



Create Meetings

Easily schedule single or reoccurring meetings with attendees. Include agendas, objectives and discussion topics prior to and during meetings.



Attend & Manage Meetings On-the-Go

Allow users to schedule meetings, invite attendees, and start meetings from their computer or mobile device. Stay connected to key projects from anywhere, at any time.



Embrace Collaboration

Interactively display and capture meeting actions, notes, shared documents, and decisions for all members to view through a browser-based interface or mobile app.



Audit & Track Meeting Minutes

View and save meeting attendance and outcomes—including decisions, proposals, and actions—with full auditing, allowing for historical search capabilities.



Assign & Sync Actions

Automatically sync meetings and tasks with Exchange Server. Discover all tasks and action items, as well as their relevant statuses, directly within end user's Outlook task list.

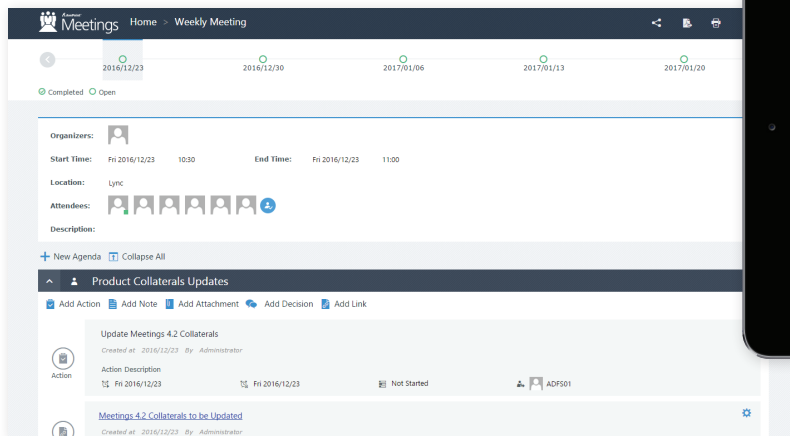
Embrace Collaboration & Structure Your Meetings

Don't let meetings become stagnant and inefficient. Use AvePoint Meetings Pro to maintain meeting accountability, and bring order and efficiency to your meetings.

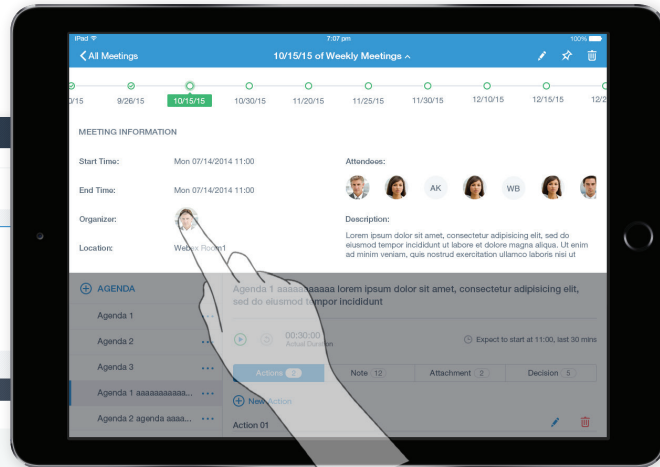
AvePoint Meetings Pro is available for SharePoint 2013, SharePoint 2016, and iOS.

Technical Overview

- Browser-based UI and a mobile app with live, multi-user information capturing functionalities
- Automatically create a new meeting, or duplicate a recurring or existing one, invite new and set attendees, and take attendance
- Embed invitations to Meetings from Outlook using the Meetings Outlook plug-in, allowing end users to easily create, schedule, and modify online meetings from one place
- The automatic sync between Meetings Pro and Exchange Server allows users to view and edit all tasks assigned to them directly through Outlook
- Users can upload attachments or add links before, during and after meetings
- Provide a centralized space for attendees to join discussions and collaborate on meeting items
- Users can move agenda items around with a simple drag and drop capability
- Outlook calendar and AvePoint Meetings Pro automatically syncs to enable users to view and join any meeting
- Search by keyword to quickly find specific meetings, locate important information, attachments, attendees, links, etc.
- Allow end users to view and track tasks, update statuses and see future tasks through a single pane of glass
- Centralized dashboard where administrators can track the status and progress of tasks through intuitive reporting
- Hosted on Windows® Azure®, AvePoint Meetings Pro takes advantage of cloud scalability to easily support any number of business users and SharePoint sites. With Azure's 99.95% monthly SLA, business users are provided with reliable access to their most up-to-date tasks and calendars
- AvePoint Meetings Pro uses site-level security trimming to delegate and limit the accessibility of meeting information, ensuring it's only granted to the appropriate audience.



Enhanced Collaboration for Meeting Minutes - All in One Place



Manage Meetings on iOS

In's never been easier to create, organize, collaborate, virtually attend and review meetings!

For a comprehensive list of new features in this release, please view our [AvePoint Meetings Pro Release Notes](#).

How to Buy AvePoint Products

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