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Convene AI

Convene AI

Transform board leadership with the power of AI.

Convene enhances board meetings with the power of artificial intelligence through Convene AI, enabling leaders to make informed decisions, streamline workflows, and improve communication. By providing clear, actionable, and easily accessible information, Convene AI transforms the way boards operate, driving efficiency and effectiveness.

With Convene AI, users can generate concise meeting and file summaries, refine and organize meeting minutes, gain contextual insights, and create action items—all while enjoying seamless assistance and support anytime.

Summary Edit

Project Progress and Upcoming Deadlines

Jhoanna discussed the progress of various tasks within the project. She mentioned that the development team is on track but requires extra QA for bug fixes. The design team is nearing completion of their assets, awaiting minor adjustments. The marketing team is working on pre-launch momentum plans. Jhoanna emphasized the importance of collaboration and timely communication as key milestones approach. She outlined specific deadlines for the development, design, and marketing teams, and also mentioned the need for a progress meeting on November 12.

[Add Topic](#)

Next Steps

- 1 Development team to finish feature integration by November 11 and resolve critical bugs.
- 2 Design team to finalize and deliver UI components by November 6.
- Marketing team to draft pre-launch campaign materials and review on November 9.

[Step](#)

Dear Kimberly,

Thank you for reaching out to us. Below is a summary of your meeting file on "Workplace policies: safety, health and confidentiality":

1. Workplace Policies Overview:

- These policies are applicable to all individuals associated with the company, including employees, contractors, volunteers, vendors, and stakeholders.
- The aim is to foster a productive, lawful, and ple

2. Confidentiality and Data Protection:

- Emphasis on safeguarding private information re partners, and the company itself.

3. Harassment and Violence:

- The goal is to create a happy and productive wo treats each other well and feels safe.
- Everyone is encouraged to contribute to the pre workplace violence.

If you have any further questions or need additional assist us at support@azeusconvene.com.

Can you give me a list of my pending action items?

Dear Kimberly,

Thank you for reaching out to us.

Based on your query, here is a list of your pending action items from the last board meeting:

Preparation

- Compile all necessary documents for the upcoming board meeting.
- Prepare an agenda and ensure it includes all key discussion points.

Review and Analysis

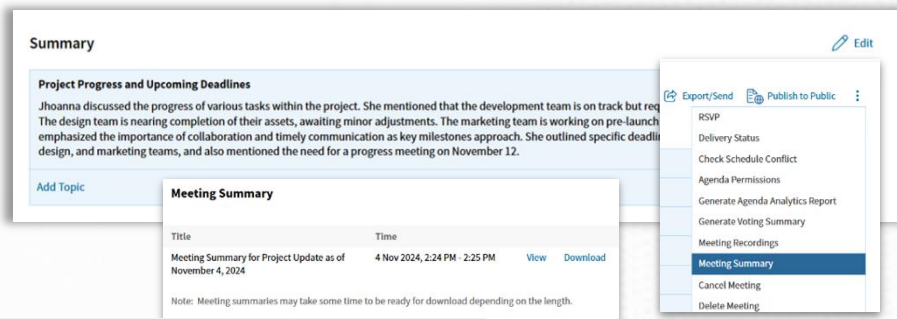
- Review financial statements and performance reports.
- Analyze key metrics and indicators pertinent to the organization's goals.

For Administrators

Automated Summarization

Manual meeting documentation can be time-consuming and inefficient for secretaries. While automated transcription eases the job for minute-takers, directors might have a hard time going through full meeting transcripts just to get a recap of a few topics.

With Convene AI, users can instantly access AI-generated meeting summaries within the Admin Portal, leveraging the AI capabilities of Zoom and Teams. The generated meeting summary highlights all the key points of the meeting, providing a comprehensive and organized meeting reference for administrators.

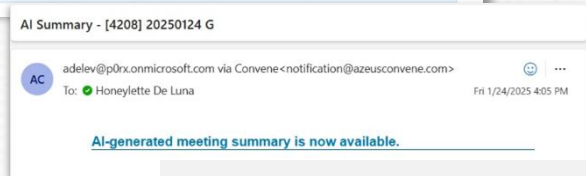


Access an AI-generated summary of your meeting within the Admin Portal.

Convene AI also provides a quick recap of the meeting, so users do not have to go through the entire meeting summary should they only need a brief overview. Lastly, administrators are instantly informed via email notifications once the summaries are ready.



Get a brief overview of the meeting with a quick recap generated by AI.



Be notified via email once the meeting summary is available.

Action Suggestion and Creation

On top of meeting summaries, Convene AI automatically generates action suggestions based on discussions, helping participants identify their next steps after the meeting. Users can then choose to create and assign action items based on the given suggestions.

The image shows a 'Next Steps' list with three items:

- 1 Development team to finish feature integration by November 11 and resolve critical bugs.
- 2 Design team to finalize and deliver UI components by November 6.
- 3 Marketing team to draft pre-launch campaign materials

Below the list is an 'Add Next Step' button. To the right, a 'My Actions' dropdown menu is open, showing a list of actions:

- Design team to finalize and deliver UI components
Due 6 Nov • Assigned to you, David Vaters
- Marketing team to draft pre-launch campaign materials
Due 9 Nov • Assigned to you
- Development team to finish feature integration and resolve critical bugs
Due 11 Nov • Assigned to you

A text box at the bottom left of the screenshot reads: *Create action items based on action suggestions from Convene AI.*

Refined Meeting Minutes

Convene AI can instantly enhance meeting minutes by refining grammar, tone, and structure, enabling administrators to deliver clear, polished, and actionable minutes immediately after the meeting. Administrators are able to choose which tone to use onto the meeting minutes.

The image shows a meeting minutes document with a sidebar on the left and a main content area. The main content area has two sections:

2. CEO Report

By fostering strategic partnerships, investing in research and development, and embracing digitalization, we have expanded our market presence and diversified our product portfolio. Our ability to adapt to changing market conditions, anticipate trends, and capitalize on opportunities enabled us to grow and create long-term value for our stakeholders.

Total revenue for the fiscal year reached an impressive \$1.2 billion, marking a significant increase compared to the previous year.

3. Functional Review

Annual Plan Goals vs. Status

- Meet all goal product development milestones
- Fill 3 key SW engineering projects
- Refine technology roadmap

An 'AI tools' menu is open over the text, showing options: Proofread, Make professional, Make concise, and Generate data summary.

A text box at the bottom right of the screenshot reads: *Refine the grammar, tone, and structure of your meeting minutes.*

Contextual Insights and Smart Reorganization

Convene AI is able to intelligently group related meeting topics and provides additional contextualized insights, ensuring that even complex discussions are easy to understand and reference. This allows directors and administrators to quickly grasp the context of discussions without sifting through disjointed meeting documentation, making meetings more efficient and actionable.

Meeting Summary

Information

Title	Meeting Summary for Project Update as of November 4, 2024
Time	4 Nov 2024, 2:24 PM - 2:25 PM
Quick Recap	Jhoanna discussed the progress of various tasks within the design team. She emphasized the importance of collaborating with the development team and meeting deadlines for the development, design, and marketing teams.

Next Steps

- 1 Development team to finish feature integration by November 11 and resolve any bugs.
- 2 Design team to finalize and deliver UI components by November 6.
- 3 Marketing team to draft pre-launch campaign materials and review on November 10.

[Add Next Step](#)

Production Efficiency:

The COO commenced the operational review by delving into production efficiency metrics, providing a detailed analysis of production volumes, capacity utilization rates, and throughput efficiencies across manufacturing facilities. By leveraging advanced analytics and performance monitoring tools, the COO identified opportunities to enhance production efficiency, optimize resource utilization, and minimize production downtime. Moreover, the COO discussed initiatives to streamline production processes, adopt lean manufacturing principles, and implement advanced automation technologies to drive operational excellence and improve manufacturing agility.

Supply Chain Management:

Transitioning to supply chain management, the COO elucidated on the company's supply chain strategy, vendor relationships, and inventory management practices. Through a comprehensive assessment of supply chain performance metrics, including lead times, order fulfillment rates, and inventory turnover ratios, the COO provided insights into the company's supply chain resilience and responsiveness. Additionally, the COO discussed initiatives to enhance supply chain visibility, mitigate supply chain risks, and optimize inventory levels through demand forecasting and inventory optimization techniques.

Quality Control:

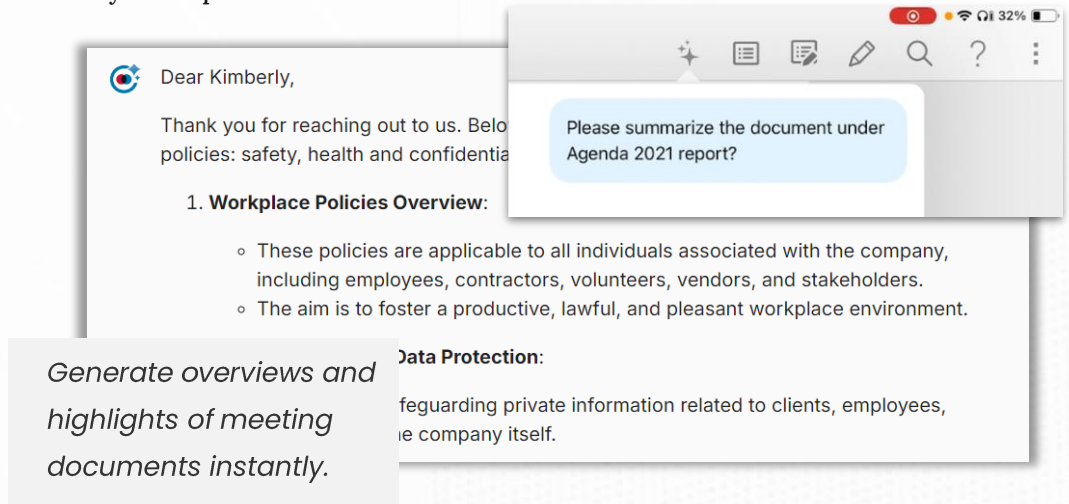
In addressing quality control measures, the COO underscored the company's unwavering commitment to delivering products of the highest quality standards. Through stringent quality assurance protocols, robust quality management systems, and continuous improvement initiatives, the company maintained rigorous quality control

Access automatically organized and enhanced meeting documentation.

For Directors

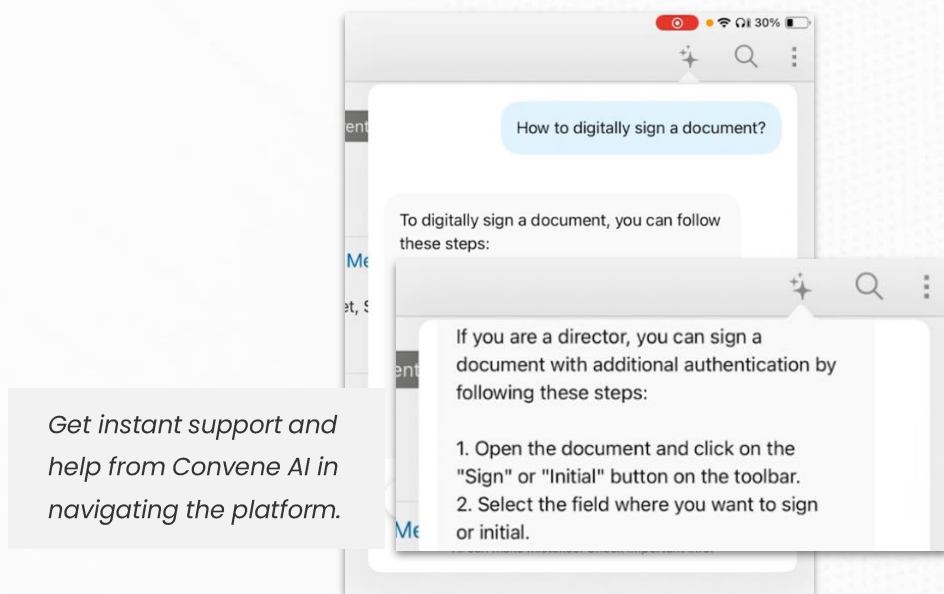
Smart Meeting Guide and Summary

With Convene AI, directors can instantly generate a brief overview of key meeting files, focusing only on the most relevant and critical information. They can also ask questions regarding the documents, ensuring that boards stay on top of discussions.



Personalised Support

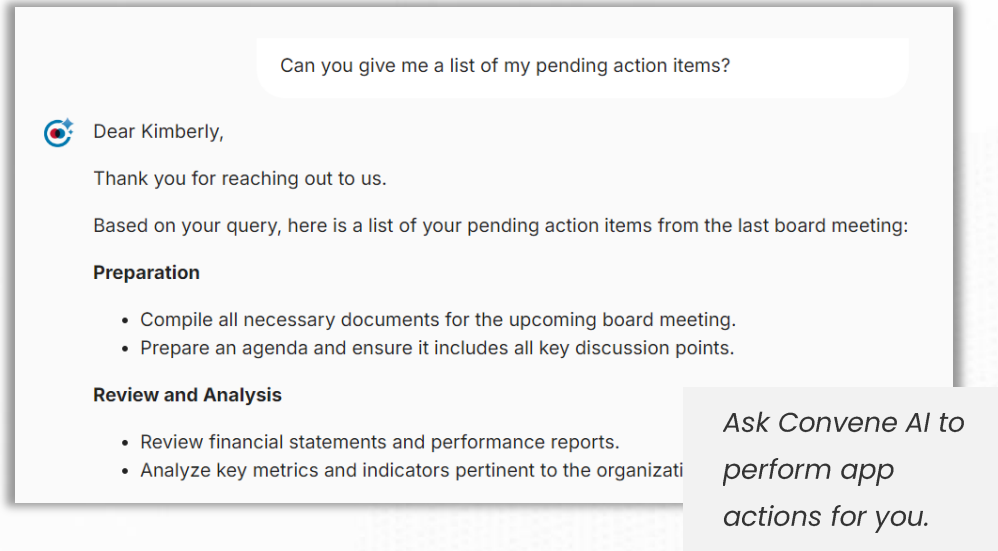
With AI integrated in the Convene App, board directors no longer have to contact Convene’s support channels or course their concerns through their administrators to address issues. Users simply have to input their concern within Convene AI, after which the Assistant instantly provides an effective solution to resolve it.




Your All-in-One Virtual App Assistant

Convene AI can perform various app actions for users, acting as a virtual assistant for directors and simplifying their user experience.

As a virtual assistant, Convene AI can create and retrieve action items, inform directors about pending documents for review, and open meeting files, among others.



Can you give me a list of my pending action items?

 Dear Kimberly,

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- Prepare an agenda and ensure it includes all key discussion points.

Review and Analysis

- Review financial statements and performance reports.
- Analyze key metrics and indicators pertinent to the organization.

Ask Convene AI to perform app actions for you.

Learn more about artificial intelligence capabilities in Convene and how it can help your board by visiting our [website](#).



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