Convene in Teams

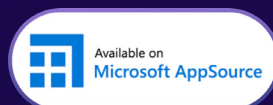# Run Better Meetings in Teams

CiT supplements your Teams with a suite of tools to help you run better meetings within the platform.
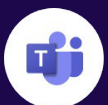
A Better Meeting Experience in Teams

CiT offers you seamless integrations and additional features in Teams to enhance your overall meeting experience.

From every stage of your planning, preparation, and participation, CiT provides a much better meeting experience by embedding effective best practices into MS Teams.

Productivity Booster
Meeting preparation is simplified - no need for hours and hours of coordination.

Convenience and Ease of Use
Everything you need for your meetings are all rolled into one app!

Secure Meeting Processes
No unauthorized break-ins, no info breakouts, all meeting processes protected.

Real-Time Shared Canvas
Share one canvas before and during live meetings to exchange notes and ideas.

Meeting Info Discoverability
Retrieve documents, discussions, decisions, and deliberations in one click!

Traceability and Accountability
Track and trace everything - your entire meeting is documented!

Meetings Without Meeting
No need to meet all the time - you can still collaborate outside meetings.

Productivity

Meeting preparation can be very tedious - all the coordination, scheduling, compilation, and distribution take up time and effort.

Your 20 hours of prep is now down to 2 hours with CiT. With just one click, your meeting pack is published to all!

Simplify all agenda preparation and coordination in one single place and publish in one click.

Check the availability of the meeting participants.

Convenience

Preparing for and participating in meetings always require you to launch too many apps.

With CiT, everything you need for your meetings are all rolled in one app!

Create, publish, and distribute files in a click.

Engage in the video meeting, view files, and collaborate in one screen.

Security

Having to juggle MS apps makes your meeting processes more susceptible to hiccups.

No need to worry - each and every step in your meeting processes are protected in CiT!
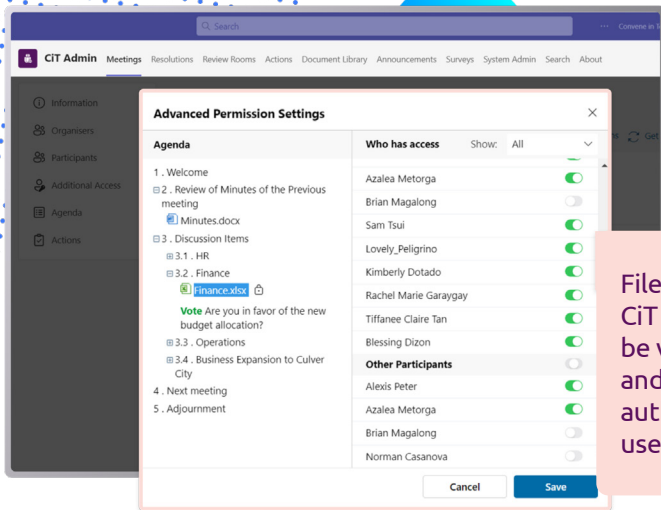
Files shared in CiT can only be viewed and edited by authorized users.
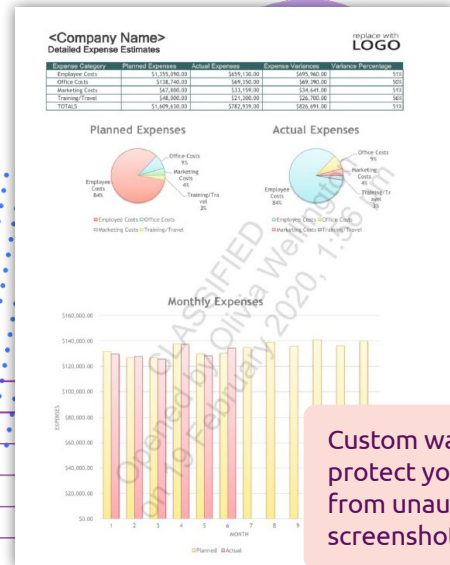
Custom watermarks protect your files from unauthorized screenshots.

Collaboration

Real-time collaboration tends to be limited during remote and hybrid meetings.

CiT allows you to engage in the video call and conference around the documents with fellow meeting attendees simultaneously.
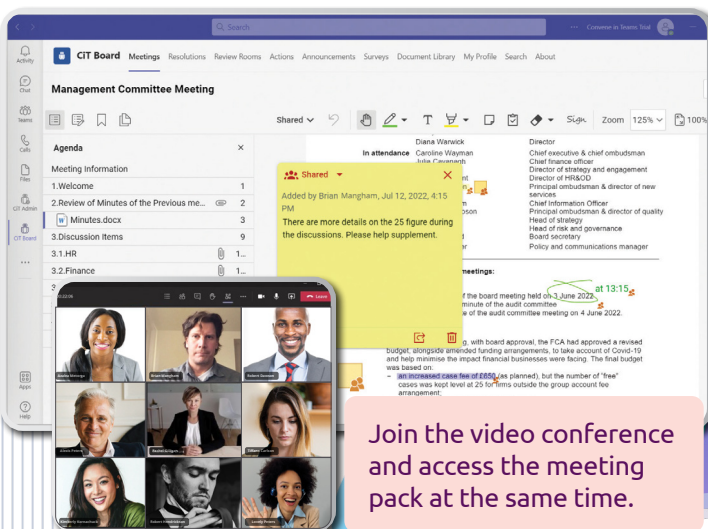
Join the video conference and access the meeting pack at the same time.
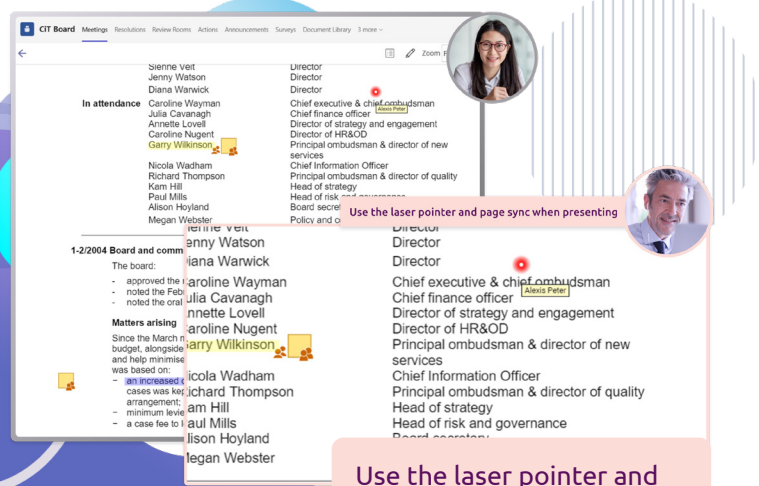
Use the laser pointer and page sync to get everybody on the same page.

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Knowledge Base

Resources cannot be easily accessed and retrieved. Most of the time, you have to manually go through a large volume of files to get the resources you need.

Fortunately, you can easily pull out the meeting 4Ds in CiT- documents, discussions, decisions, and more importantly deliberations - all in one click!

Search through contents of files, and even through annotations, actions, and votes.

Traceability

Meetings and arising actions seem to disappear the moment discussions are done.

CiT ensures that everything has been documented right after the meeting. You can easily track actions and follow up on pending tasks in one Teams app!

Monitor and track action items and all other meeting information in a single platform.

Meeting Without Meetings

Teams don't have to meet all the time - some things are better off taken offline. Unnecessary live meetings take up hours of your valuable time that could have been used for more important matters.

With CiT, you can take reviews, approvals, and decision-making offline, so you can address them at your own convenience.
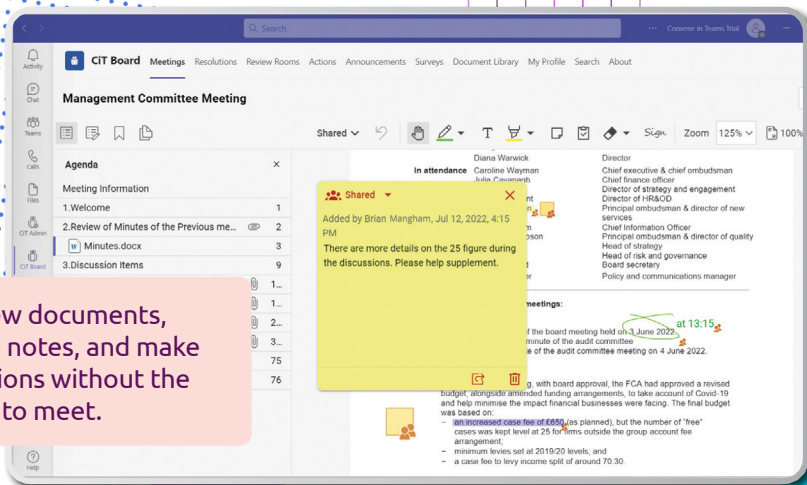
Review documents, share notes, and make decisions without the need to meet.

Supplementary Tools

CiT offers additional tools to aid the way you structure meetings.

Polling Tools

Initiate voting and decision-making outside of meetings in Resolutions. Create and circulate custom surveys
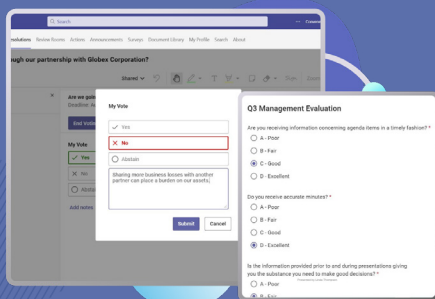
Signature Tools

Review, approve, and sign off documents in Review Rooms. Sign documents digitally.
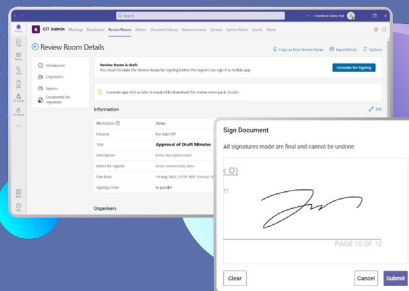
Action Tracking

Monitor and follow up on pending actions. Never lose track of action items made in the Actions module.
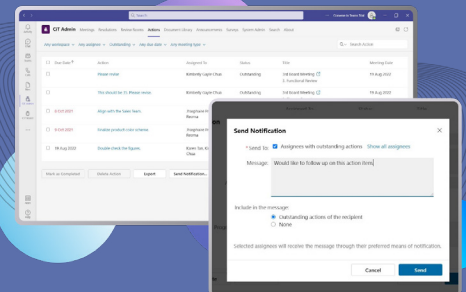
Your Meeting Workflow with Convene in Teams

Create Agenda

Drag and drop files onto each agenda item. Upload files from your organization's repositories.

Inform the Participants About the Meeting

Add the meeting participants and guests and check their availability via Scheduling Assistant.

Publish in a Click

Publish and circulate the meeting pack in one click. Invites are automatically sent to the participants via email and can be synced in their Outlook calendar.

Collaborate Before the Actual Meeting

Each page then becomes a shared canvas where all participants can annotate using readily available tools, such as Pen, Text Box, Highlighter, and Sticky Notes. Record votes for when decisions need to be recorded.

Manage Participant's Access to Meeting Files

Manage the permission settings of participants to agenda items and files. Set participants' access on agenda or files with just a toggle of a button.

Give Guest Access

Add guests to the CiT Meeting. They will only be able to gain access into the meeting pack when the actual meeting has started.

Meeting Without Meetings

When a live meeting isn't necessary, you can create Resolutions and Review Rooms that will allow all your participants access to documents and collaborate without having to meet. Create the survey forms very easily with our set of form fields and questionnaire options.

Lead or Follow the Presentation

Use the laser pointer tool to reference specific sections of the page when leading the discussion. Follow the presentation as the presenter flips through the next pages, or navigate forward or backward the meeting pack as needed.

Share Annotations and Ideas

Share annotations in real time to collaborate with fellow participants on the meeting documents while engaging in the video call.

Search Through Past Meetings

Search through contents of files, or search through annotations and action items added by your fellow participants. Easily retrieve and recover your meeting files and information all in one location.

Track Action Items

Create action items so that it can be easily monitored and tracked after the meeting.

Take Meeting Notes

Take meeting minutes and notes for documentation and reference.

Run Better Meetings with CiT

Boost Productivity

- 20 tiring hours of meeting prep turned into just two
- 14 apps rolled into one app for you to use on any device, wherever you are
- An easy-to-use Teams app that's highly accessible to everyone

Meet Without Meetings

- Review and Sign Off files anytime - whenever it's convenient
- Make decisions without having to meet

Drive Effectivity

- A shared live canvas for real-time collaboration
- Effective decision-making in and out of meetings

Ensure Integrity

- One knowledge base for all your references
- A complete meeting history that stays intact
- Secure meeting processes in Teams
- Full ownership of your system and environment

Seamless Microsoft Integrations

CiT works seamlessly with Microsoft Apps, enabling organisations to fully reap the benefits of their Microsoft investment.

Account and Authentication
Instantly add Active Directory users. Sign in easily with your Microsoft username and password.

Video Conferencing
Schedule and join Teams video calls and view meeting files in one screen.

Document Creation and Repository
Edit documents in real-time via Office Online. Connect to your SharePoint repository, carrying over file encryption and access control.

Calendar Management
Automatically record RSVP responses from Mail and Calendar. Be informed about the availability of Active Directory users.
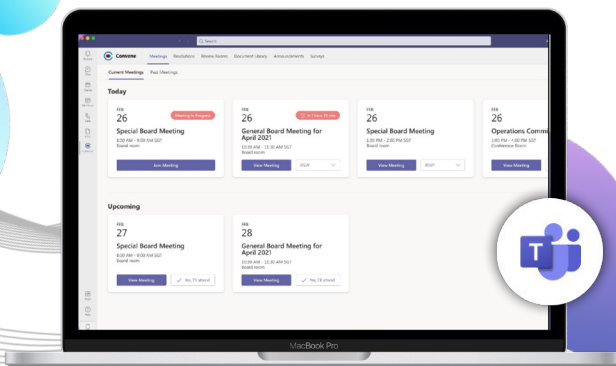
Convene in Teams, Built by Azeus

AZEUS
A CMMI LEVEL 5 COMPANY

With clients in over 100 countries, Azeus is a global product business empowering thousands of organisations with digital corporate governance solutions, like Convene—the leading board portal software that enables directors and executives to achieve better corporate governance, ConveneAGM—a virtual AGM platform with live voting, live Q&A, and zero-delay broadcast that can maximise the participation of shareholders through physical, remote or hybrid AGMs, Convene in Teams (CiT)—a Teams-based meeting solution that seamlessly integrates with Microsoft 365 for a better leadership meeting experience in Teams, and Convene ESG—an end-to-end reporting software that digitises the ESG journey of regulated companies to comply with the mandated local regulatory standards and global frameworks.

With expertise in the industry for 30 years, Azeus has been globally operating across major regions, with offices in the USA, UK, Hong Kong, Singapore, Canada, Australia, Kenya, Malaysia, Philippines, UAE, China, Spain, India, Nigeria, and Turkey. Azeus has consistently been appraised at Level 5 in CMMI, which is the highest and most mature level in the software development model.

Other Azeus Products

Convene · **conveneAGM** · **convene records** · **convene | esg** · **C²zero** · **azeuscare**

Awards and Accreditations

Microsoft Silver Partner · CMMI DEV/5 · AICPA SOC · ISO 27001 CERTIFIED INFORMATION SECURITY · ISO 27017 CERTIFIED CLOUD SECURITY · ISO 27018 CERTIFIED PRIVACY PROTECTION · IT EUROPA 2018 WINNER · 2018 STEVIE SILVER WINNER ASIA-PACIFIC STEVIE AWARDS · GOLDEN PEACOCK AWARDS WINNER

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