beenote ®

Meeting operating system
for your board, executives and teams

OWN YOUR MEETING, FROM AGENDA TO MINUTES

Focus on decisions and actions, Beenote takes care of the details

1st Governance Meeting Management Solution

The first meeting management solution that enables three levels of efficiency: governance, financial and operational.

Beenote helps organizations achieve **governance efficiency** by structuring board and executive committee meetings with its meeting management solution: Beeboard.

Boards, executive committees, and their teams achieve **operational efficiency** through a unique approach to meeting control from agenda to minutes.

Financial efficiency is reached by saving a **minimum of 20% on meeting time**, time that is now available for operations.

> ❝ Since we've been using Beenote, our meetings have ended on time or even ahead of time. In addition, people come prepared. ❞
>
> *- Pankaj Singh, Kyoto Technologies*

Your Time Is Important, so Use It Effectively

Governance
Beenote plays a central supporting role in decision making, information sharing and risk management, which comes with good governance.

Safety First
With more than 20 years of providing secure solutions to courts, security has become a natural reflex for us. All your meeting documents are safe with Beenote.

Centralized Meetings
A meeting management tool that allows all the teams of an organization to centralize its documents of meetings in one place.

User-friendly
Easy-to-use with an intuitive visual, the Beenote team is continually working to provide you the best experience.

Online Meetings
Used in tandem with your videoconferencing tool, Beenote allows you to document and structure your online meetings.
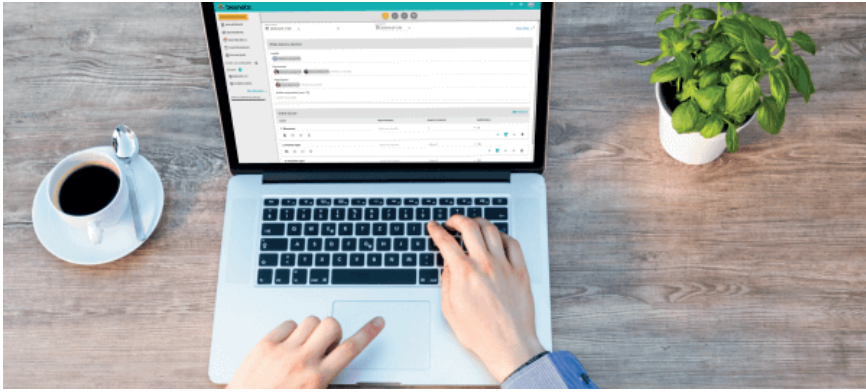
Improved Collaboration
Beenote achieves its objectives by allowing full collaboration between participants.

Beenote is ideal for your operations, team, project, committee, individual meetings and more!

Key features of Beenote

Schedule Management
- Microsoft 365 or Google integration
- Automatic reminders and notifications

Timer
- By subject
- Global time

Meeting Agenda
- Pre-built or customized agenda template
- Private to the team
- Duplication
- Draft status
- Access logging

Task Manager
- Task assignment during the meeting and automatic follow-up from one meeting to the next
- Deadline notification
- Team task management

Collaborative Notes
- Real-time note-taking

Minutes of Meeting
- Collaborative writing
- Minutes directory
- Access logging
- Duplication

Statistics
- Tasks
- Assistance
- Meetings

Task and Decision Register

**Work from home as a team on your meeting documents.
During the videoconference, document the most important part, your meeting.**

Beenote is available on the device of your choice.

80%-time savings

for board specific operations

Beeboard is the premium version of our meeting management solution

✓ No team and meeting limits. Each Beeboard licence holder can be a member of a Beenote team.

✓ No need to search for your documents, they are easily accessible in one secure location.

✓ Beeboard teams are private, and members are invited only.

✓ Beeboard helps you improve your governance and documentation of your organization.

" At the Fédération de natation du Québec, I was sending emails, Google Drive or Dropbox links, etc. to make sure to share as much information as possible with a Board of 9 people. Documents spread out on the left and on the right. With Beeboard, the management of the board is all in one place.

Board members simply open Beeboard and they will find everything they need to run their board (documents, tasks, agenda, calendar, etc.). This has made life easier for every board member and for me as a manager. It has also improved the knowledge transfer and governance of the organization.

Isabelle Ducharme
Formely, General Manager, Fédération de natation du Québec
Now, General Manager, Sport Québec

Beeboard is perfect for your executive meetings, executive committees, board of directors and its committees

Key features of Beeboard
+ all those of Beenote

Private library

Sensitive private data

Private team

Approval of the minutes

Directory of minutes

Topic and resolution register

Approval Process of the agenda

Personal note-taking

Signature of the minutes

2-factor authentication by email

Secretary mode notes
-When the secretary mode is enabled, some topics may be set to confidential for some people
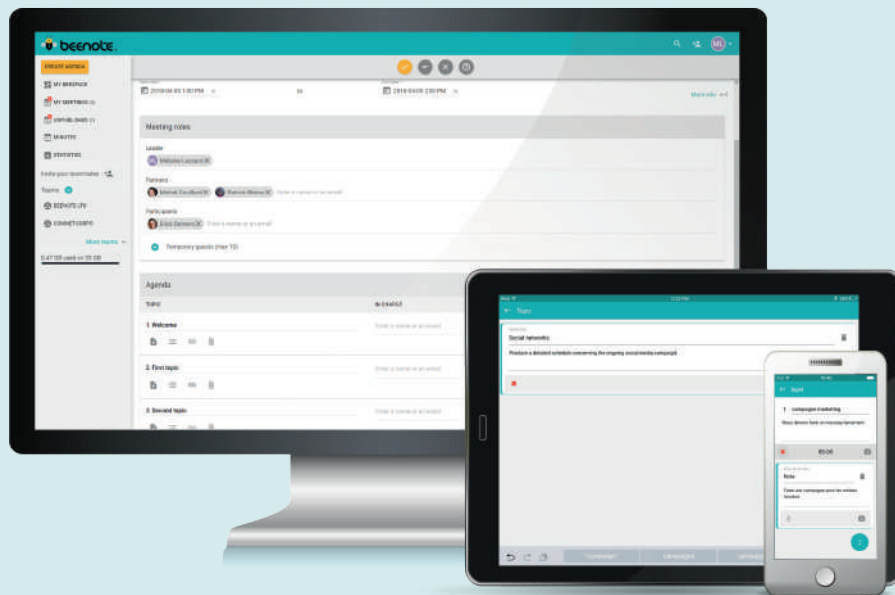
Voting during the meeting or by anticipation

With our integrations to your corporate tools, Beenote adds value to your processes

Up-to-date security

With over 20 years of experience in court security solutions, the creators of Beenote know and understand the importance you place on security.

For more information or to obtain a demo, CONTACT US
ventes@beenote.io
Try the free version at beenote.io

More than 10,000 organizations in 105 countries trust us