GRANICUS

NovusAGENDA

End to end meeting management - simplified

With NovusAGENDA, staff can spend less time and effort compiling and distributing meeting information, including agenda packets, minutes and meeting actions.

Easily draft agendas and attach associated documents through NovusAGENDA's intuitive web portal. Meeting materials can be accessed on any device, from viewing and editing agenda items as they pass through the review and approval processes, to annotating finalized agenda packets, reducing paper shuffling and bottlenecks from an otherwise time-consuming process.

During meetings, motions with firsts, seconds and votes are easily captured and recorded with the click of a mouse, and detailed discussion notes on

all motions or agenda items are simple to document so that comprehensive minutes are published quicker with far less effort.

Add high quality video streaming to reach an even broader audience. Videos are automatically timestamped as staff members click through meeting items to capture minutes and track voting results so that meeting recordings are indexed by topic and therefore easily navigated.

NovusAGENDA automates publishing agenda packets, meeting information and videos on an organization's existing website to create and maintain a complete and accessible public record with full keyword searching to quickly access the content they care about.

Paperless agenda review and collaboration

Configurable agenda templates

Customizable approval workflows

Access via web browser

Simplified minutes creation & vote tracking

Publish agenda packets to HTML or PDF