



Migration Action Checklist

for IQM2 (MinuteTraq) or NovusAGENDA EOL

Migrating to a new agenda management solution doesn't have to be overwhelming. We are here to help and support you and your team every step of the way. Once you select your new Granicus product, our implementation team will partner with you throughout the process. In the meantime, begin your journey with these steps:

Thoroughly read the email communications from Granicus about this end-of-life (EOL) product event. These emails will all have "EOL" in the subject line.

Visit our resource webpage for all the latest information about the product sunsetting and migrations at granicus.com/EOL. Be sure to read the FAQs there!

Attend or watch on-demand webinar demos of the OneMeeting and Peak agenda management solutions. The schedule and registration for those webinars are in the emails and on the resource page. The on-demand version will be posted within a day or two of the live event.

Read our Guide for Clerks: How to Pick the Perfect Meeting and Agenda Software, with links in our emails and on the Resource page.

Take our quiz on the resource webpage to assess which agenda management solution is likely the best fit for you. Your consultant will help you truly define which product works best for your organization, but this will give you a general sense.

Make key internal stakeholders aware of this pending change and begin identifying their likely concerns about product selection and migration. Later, our migration consulting team will help you plan to gain necessary stakeholder buy-in.

Assess your budget, budget cycle, and internal resource availability to determine the optimal time for your migration.

Contact Granicus to discuss your options and begin developing a migration plan by sending an email to ClerkInfo@Granicus.com or completing the online contact form on the Resource webpage.