



# YET APP

## ALL YOUR MEETINGS

Yet APP is the meeting management solution that manages all Action Items, Informational and Decision Items agreed and distributed between attendees during the meeting.

The solution aims to increase the responsibility across organization members and track the items that most of the time get lost in the emails, spreadsheets and phone calls.



Manage Meeting  
Action Items,  
Decisions, Information  
Items

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The items are  
distributed via email to  
participants at the end  
of the meeting

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Participants get an  
account created on the  
spot

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Participants can  
collaborate via in chat  
functionality

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Reminders for due  
dates can be sent

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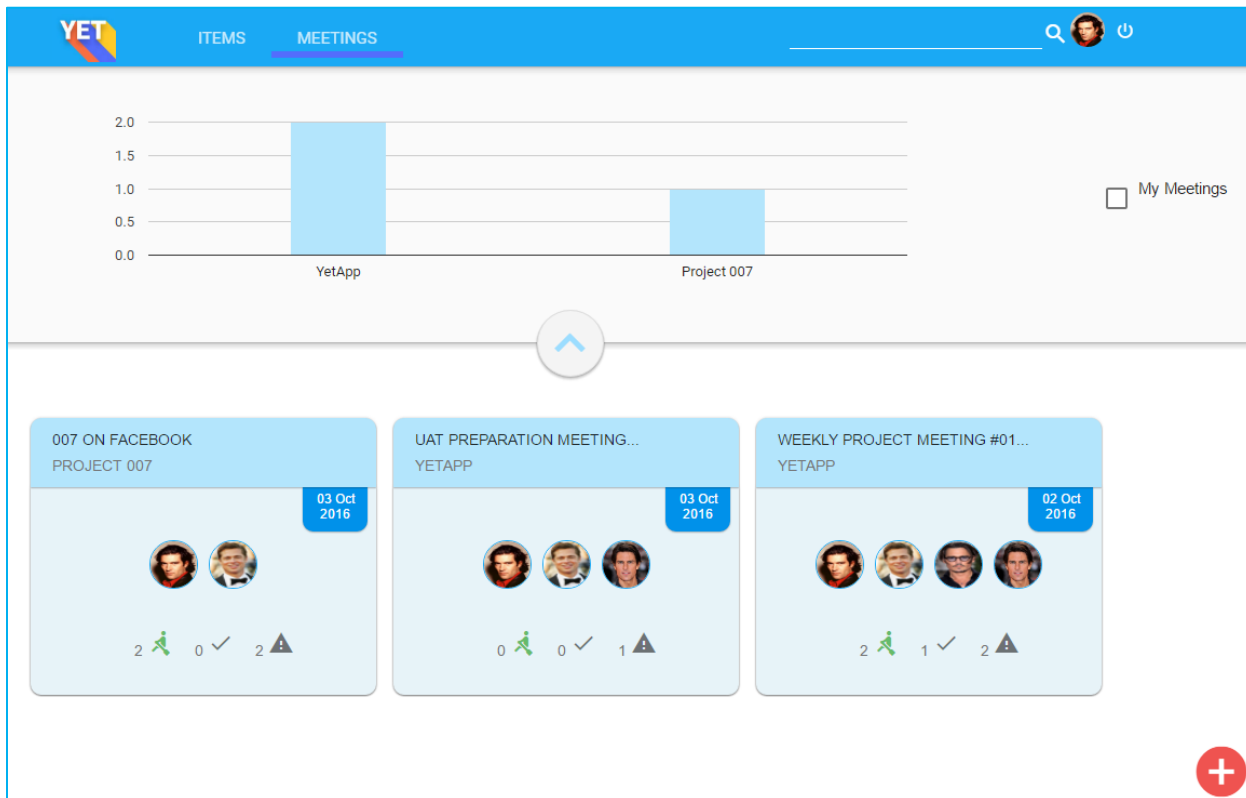
METIARO  
YET APP

[www.metiaro.com](http://www.metiaro.com)

Based on interviews with different Subject Matter Experts, 60% of the items are lost in the last Minutes of Meetings and 90% of the items are lost in the meeting before the last meeting.

## Meetings

Meeting are published in each user's dashboard with key indicators such as: number of items in progress, number of completed items and number of due items. Filter per project is available via bar chart graph.



New meetings can be easily added

- new attendees will be added on the spot in the system
- notifications are sent across attendees and distribution list
- connection to HPE Project and Portfolio Management via Project Name
- Action Items, Decision Items, Informational Items can be defined

The screenshot shows a meeting detail view with the following metadata:

- Meeting Name: 007 on Facebook
- Meeting Owner: Brad Pitt
- Project Name: Project 007
- Meeting Date: 03-Oct-2016
- Attendees: [Two avatars]
- Distribution List: [One avatar]

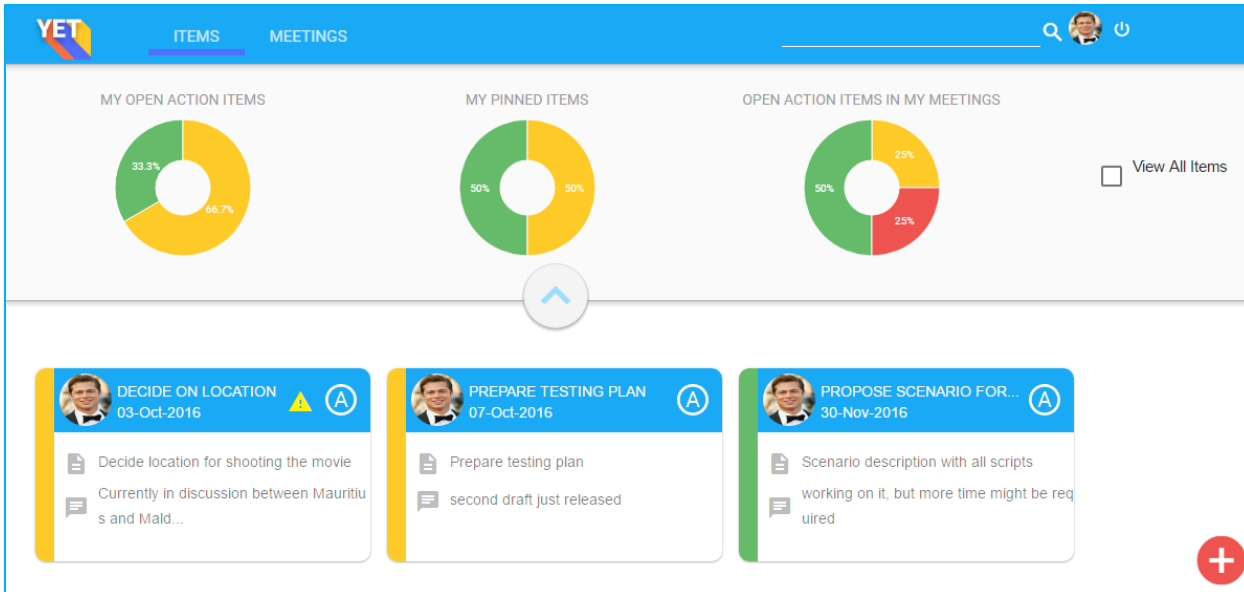
Below the metadata is a table with one row:

Item Name	Item Type	Responsible	Status	Due Date
Setup Marketing Plan for F	Action	Tom Cruise	In Progress	17-Oct-2016

The description for the item is: "Setup a comprehensive marketing plan for Facebook".

## Meeting Items

Meeting Items are published in each user's dashboard spotlighting the most urgent and late or due items that the user should focus on the most. Filters per status are very handy through donut charts.



## Integrations

Yet App supports native integration with HPE Project and Portfolio Management where meetings in Yet APP can be linked to projects in HPE PPM. Also, meetings and items status are published in Project Manger's Overview Page in HPE PPM.



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