



agenda

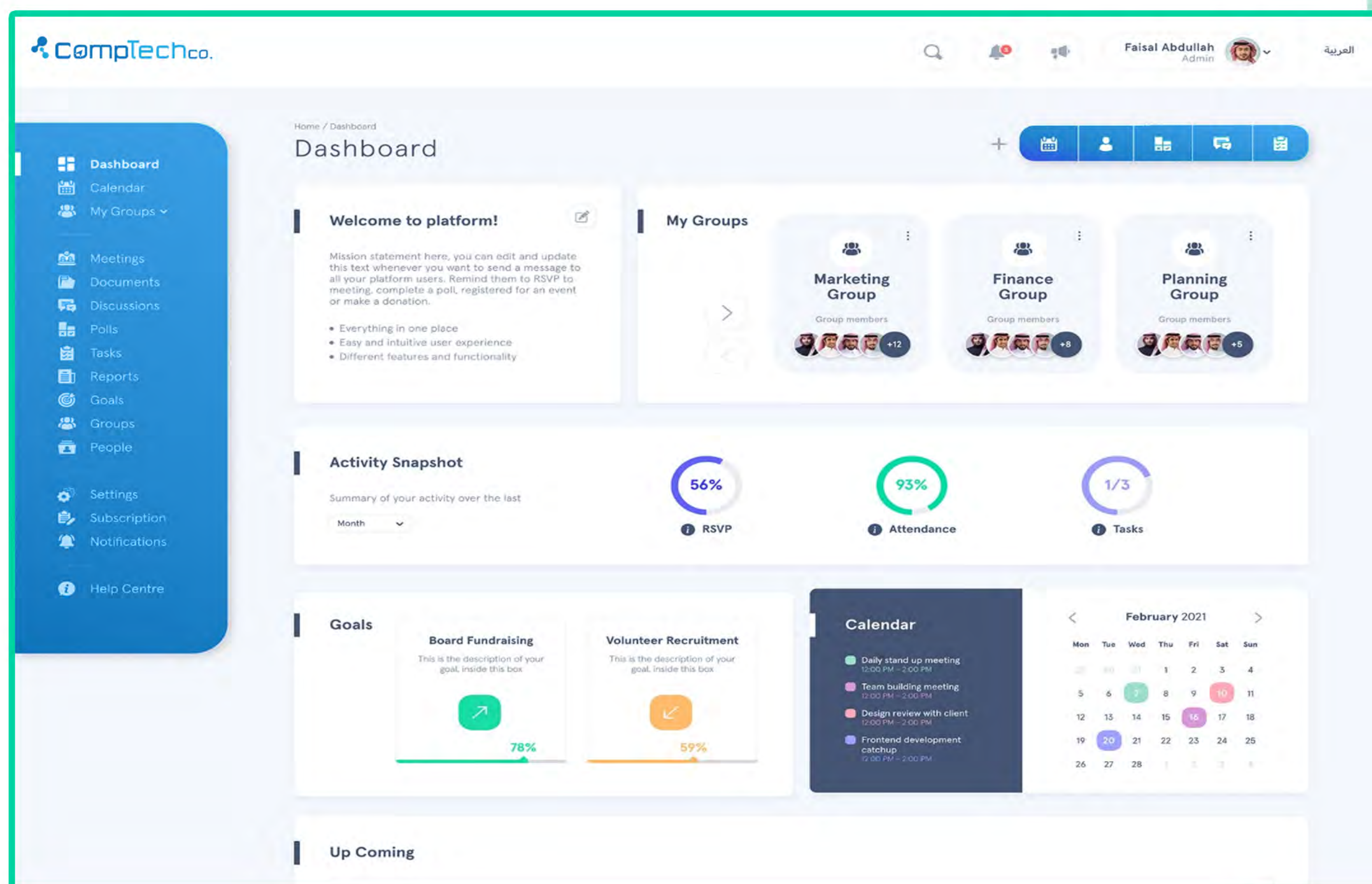
Board Meeting Solution

By

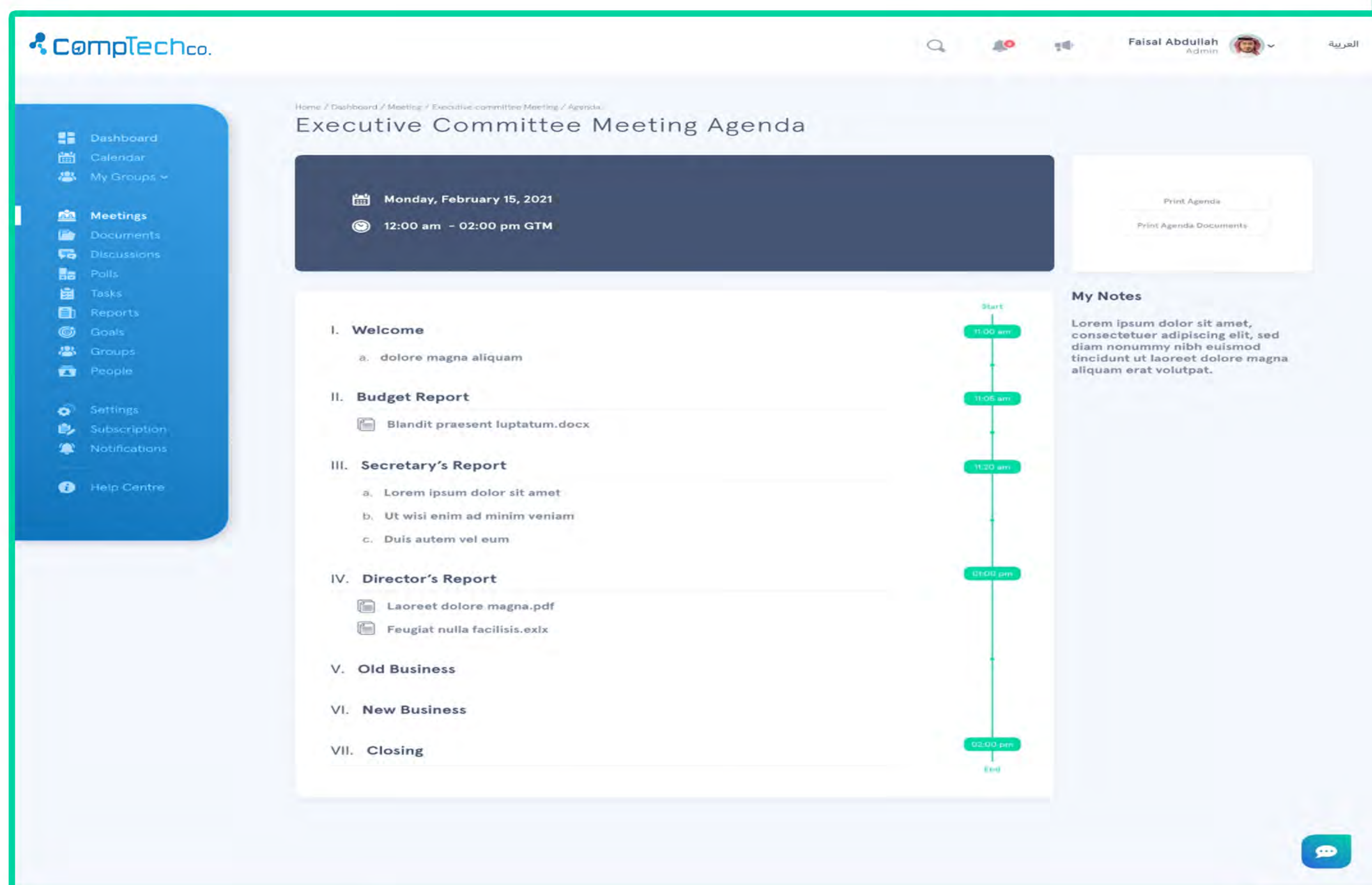


Govern.Transform.Discover

AGENDA is CompTechCo's framework and solution for the Management, Governance and Automation of all types of meetings, including board meetings, resolutions, councils, committees and all related tasks and action plan which results from the meetings. A proud, Saudi made and registered product, **AGENDA** delivers a next generation and future proof approach for all organizations that require a high performance, secure and scalable solution for the management, governance and automation of their meetings lifecycle.



AGENDA is engineered and architected on top of the leading Hyland-Nuxeo Content Services Platform. It is fully Arabized in content and container, and leverages the most modernized technology concepts for software architecture, such as Low Code development, Open Source, Native Cloud, Containerized and Micro Services Architecture. All these ingredients integrated together to provide a world class, high performance, highly secure and scalable Board Meeting Solution.



CompTechco.

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Executive Committee Meeting Agenda

Monday, February 15, 2021
12:00 am - 02:00 pm GMT

I. Welcome
 a. dolore magna aliquam

II. Budget Report
 Blandit praesent luptatum.docx

III. Secretary's Report
 a. Lorem ipsum dolor sit amet
 b. Ut wisi enim ad minim veniam
 c. Duis autem vel eum

IV. Director's Report
 Laoreet dolore magna.pdf
 Feugiat nulla facilisis.exlx

V. Old Business

VI. New Business

VII. Closing

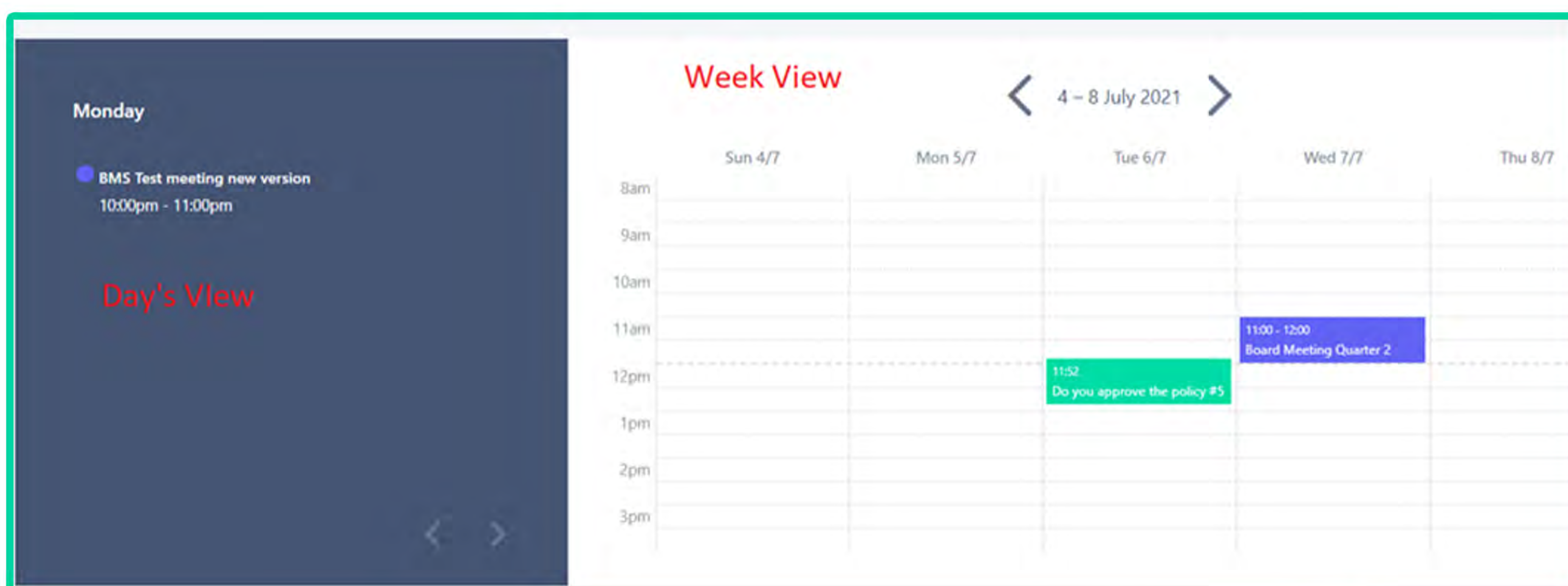
My Notes
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

The AGENDA framework consists of several modules distributed across the meeting lifecycle.

- Pre-Meeting: enabling privileged users to dynamically create the meeting agenda, prepare the polls for voting, as well as related meeting documents.

The pre-meeting stage provides a holistic approach to the governance of several facets, such as:

- oProfile management
- oCalendar management
- oAgenda preparation
- oPreparing the resolutions
- oPreparing the meeting votes
- oScheduling with the board team and listing board members
- oPreparing the Board Statement, which explains the goal, mission and vision
- oPreparing meeting documents
- oConfiguring the meeting notifications





July 2021

View Month

Meetings Polls Tasks

Meeting Events

Sun	Mon	Tue	Wed	Thu
27	28	29	30	1
4	5	6	7	8
	10p BMS Test meeting new version	12:06a test resolution inside presenter ? 11:52a Do you approve the policy #5	11a Board Meeting Quarter 2	
11	12	13	14	15

العربية

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Executive Committee Meeting

Monday, February 15, 2021

12:00 am - 02:00 pm GMT

Finance Group

Join Video Call

Meeting published

RSVP

Yes ✓

Remote

No

Maybe

Edit Meeting Info

Edit Agenda

Send Message

Create Follow Up Meeting

Polls

+ ADD POLL

16 Feb

Planning Group
Which program should we highlight at the meeting
12:00 PM | Please vote to approve the agenda

4/9 Submissions

Agenda

Open as PDF

Open Agenda

Documents

Upload Documents | Max file size 500MB

Document for the meeting.jpg

Project list and files directory.pdf

Strategy plan for the team.pdf

- **In-meeting:**

During the meeting, members can post real time comments and annotations on the meeting documents, as well as all shared content within the meeting.

Secretaries can take meeting minutes and record action items, as well as meeting resolutions.

AGENDA also leverages the required APIs to integrate with any video conference platform of choice, such as Microsoft Teams and Zoom.



Board Meeting Quarter 2

 Wednesday, July 7, 2021

 11:00 AM - 12:00 PM

 Board Members

Running

Description

Join Meeting

Edit Meeting

Complete Meeting

Cancel Meeting

Edit Agenda

Take Minutes

• Post-Meeting:

AGENDA is a smart and dynamic task driven solution, allowing for the automation and monitoring of all post-meeting elements, such as:

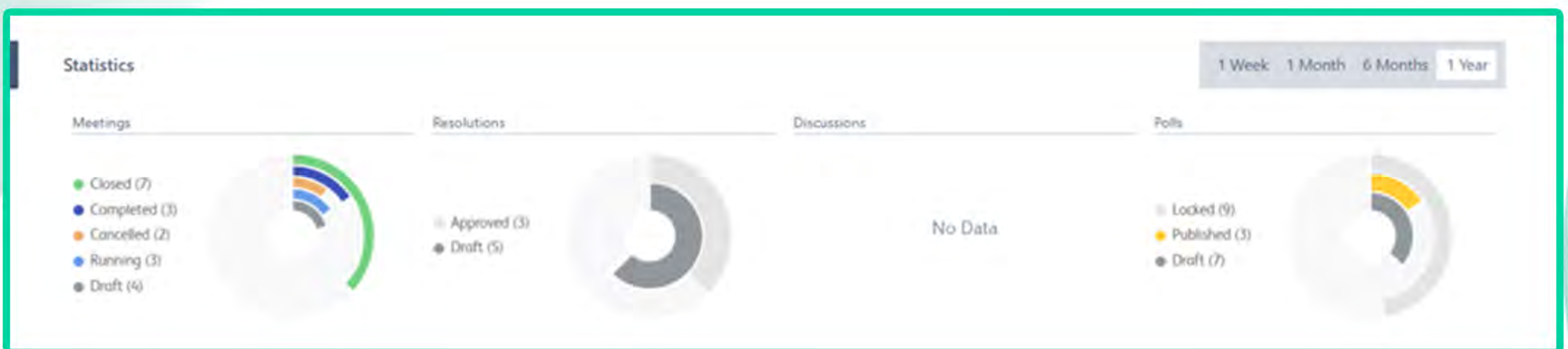
- o Generating and distributing meeting minutes
- o Fully configurable and scalable
 - ‘Low Code Driven’ workflow for meeting minutes preparation, reviewal and approval.
- o Task assignment, due dates and deadline management
- o Integrating the action item tasks with the Correspondence Management system
- o Configuring task delegation and configuration
- o Sharing resolution and voting results



Tasks +					
Active Tasks × ▼		Search by creation date		☒ Late Tasks	
Title	Created at	Due date	Initiator	Assignee	Status
Follow up with members about decision approval	Sep 14, 2021	Sep 14, 2021	Mosaed Al Khaldi	Mosaed Al Khaldi	Active

AGENDA incorporates many additional features modules such as:

- **Configurable Dashboards:** allowing for limitless possibilities of dashboard visualization with unlimited filters for drill down.



- **Statistics:** analyzing all meetings and related information, through detailed filtering for meeting analysis, resolution analysis, discussion and polls analysis.
- **Document management:** leveraging the HYLAND-NUXEO APIs for retrieving documents from the Nuxeo Content Services Platform, and archiving meeting documents and meeting minutes in compliance with the approved organizational Documents and Records taxonomy.
- **Intelligent Search:** leveraging a holistic and faceted search experience (Powered by ELASTIC search) , which provides end users with dynamic 'millisecond' search results, allowing to refine results through as many filters as possible.

Start building your Board Meeting Solution with CompTechCo !



Comprehensive Technology Company (CompTechCo) is a Proud and Innovative Saudi company, which delivers superior quality and best in class IT Consultancy and Solutions, covering the following:

- **Enterprise Architecture (EA) and Digital Transformation Strategies**
- **Data Management Office (DMO) Establishment- Operations and Enterprise Data and AI Strategies.**
- **Content Services Platforms, including Document Management, Records Management, Digital Asset Management, Correspondence Management and Board Meeting Management Solutions.**
- **Digital Service and Business Process Automation Platforms.**
- **Robotic Process Automation (RPA) and Digital Workforce Platforms.**

Since 2015, CompTechCo has pivoted from its Enterprise Content Management heritage, to deliver diversified and best in class IT consultancy and Future Proof Process Automation solutions that contribute to the Kingdom's 2030 vision, and accelerate Digital Transformation Journeys for many prestigious organizations in Saudi Arabia, such as SABIC, Saudi Food and Drug Authority, Madinah Municipality, the Agriculture Development Fund and the Tourism Development Fund.



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