



MeetingBooster – User Survey Results

In October 2016 a survey across all global MeetingBooster users was made to find out precisely how much time is saved by using MeetingBooster to administer meetings.

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The following table is a breakdown of how MeetingBooster saves users time during the meeting process:

Meeting Function	How MeetingBooster Helps	Time Saved per Meeting
Meeting Agenda	<ul style="list-style-type: none"> • Easy to use agenda creator • Attach all meeting documents • Manage agenda approval process electronically • Custom templates to help standardise the meeting • Securely distribute the meeting pack to attendees 	28 Minutes
Meeting Tasks	<ul style="list-style-type: none"> • Automate the formatting of meeting minutes • Distribute meeting minutes to attendees • Automatically archive meeting minutes in one location, removing human error • Permit access to meeting minutes to appropriate users 	55 Minutes
Meeting Minutes	<ul style="list-style-type: none"> • Assign meeting tasks before, during and after the meeting • Automate email task reminders • Track the progress of meeting tasks • Integrated with users' Outlook Task list 	20 Minutes
Total		103 Minutes

Other results discovered from the survey include:

- **83%** of users said that meeting attendees were more engaged and better prepared after MeetingBooster was introduced.
- **100%** of users would recommend MeetingBooster.
- **50%** of users said that more was achieved from their meetings as a result of the MeetingBooster task manager.

Soft benefits as identified by our users:

- MeetingBooster saves time with employee handover and on-boarding.
- MeetingBooster helped to normalize the meeting process and improve discipline.
- There was an improved level of employee satisfaction as a result of more transparent and inclusive meetings.
- Reduced risk with compliance standards being maintained in an automated system.
- Meetings were improved because of the defined MeetingBooster workflow.

<https://www.meetingbooster.com/free-trial.php>

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