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GENERAL	MeetingBooster	MeetingBooster Premium
Unlimited Meetings	✓	✓
Unlimited Guests	✓	✓
Unlimited Committees or Meeting Series	✓	✓
OUTLOOK INTEGRATION	MeetingBooster	MeetingBooster Premium
Outlook (2007, 2010, 2013, 2016)	✓	✓
Calendar Synchronization	✓	✓
Task Synchronization	✓	✓
Supports Recurring Meetings	✓	✓
CALENDAR SYSTEM INTEGRATION	MeetingBooster	MeetingBooster Premium
Gmail Calendar Synchronization	✓	✓
iCalendar (Office 365, Lotus Notes, Yahoo, etc.)	✓	✓
MEETING PREPARATION	MeetingBooster	MeetingBooster Premium
Attendee Scheduling Conflict Resolver	✓	✓
Agenda Module	✓	✓
Time Distribution	✓	✓
Presenter Identification	✓	✓
Agenda Templates	✓	✓
Agenda Approval Process with Version Control		✓
Attendee Topic Suggestions	✓	✓
Rolling Topics	✓	✓
Topic Tag System		✓
Pre-meeting Tasks	✓	✓
Personal Assistant Scheduling		✓
RUNNING THE MEETING	MeetingBooster	MeetingBooster Premium
Edit Agenda	✓	✓
Role Assignments	✓	✓
Attendance Tracker	✓	✓
Note Taking (Attendee Specific)	✓	✓
Decisions	✓	✓
Task Allocation	✓	✓
Meeting tools - Voting, Pro/Cons, Ratings etc.	✓	✓
Park Topics	✓	✓
Time Tracker	✓	✓
View Minutes On-the-fly	✓	✓
Instant File Sharing	✓	✓
POST MEETING	MeetingBooster	MeetingBooster Premium
Meeting Minutes (Auto-generated)	✓	✓
Viewing Access Control	✓	✓
Signature Page	✓	✓
Insert Company Logo	✓	✓
Auto-distribution of Minutes	✓	✓
Auto-archiving of Minutes	✓	✓
Minutes Approval Process with Version Control		✓
Document Management	✓	✓
Task Management	✓	✓
Reminders (upcoming meetings, tasks, agendas)	✓	✓
Search Minutes	✓	✓
Merge / Save Results	✓	✓
LANGUAGES AVAILABLE	MeetingBooster	MeetingBooster Premium
English, French, German, Spanish, Danish	✓	✓
TASK MANAGEMENT SYSTEM	MeetingBooster	MeetingBooster Premium
Task Synchronization with Outlook	✓	✓
Task List Export (CSV)	✓	✓
Projects	✓	✓
Task Reminders	✓	✓
Custom Task Reminders	✓	✓
MEETING ANALYTICS	MeetingBooster	MeetingBooster Premium
Attendance Report		✓
Meeting Costs		✓
Task Status Reports		✓
KPI Reports		✓
Attendance Report		✓
Improvement Reports		✓
Opportunity Reports		✓
FEEDBACK SYSTEM	MeetingBooster	MeetingBooster Premium
Meeting Ratings		✓
Hidden Strengths		✓
Blind Spots		✓
POST MEETING	MeetingBooster	MeetingBooster Premium
Permission System	✓	✓
Security Roles	✓	✓
User Hierarchy	✓	✓
User Groups	✓	✓
Customizable Labels	✓	✓
Active Directory Synchronization	✓	✓
Single Sign On (SSO) - Windows Authentication	✓	✓
API - <a href="https://api.meetingbooster.com/">https://api.meetingbooster.com/</a>	✓	✓
Azure AD authorization with the ability for MFA	✓	✓
Customization of Emails	✓	✓
HOSTING	MeetingBooster	MeetingBooster Premium
Cloud Hosting ( Microsoft Azure )	✓	✓
On-Premise Hosting	✓	✓

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Questions? Contact us today!  
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