

Features

Questions? Call us at: 1-800-880-2810

	MeetingBooster	MeetingBooster Premium
General		
Unlimited Meetings	✓	✓
Unlimited Guests	✓	✓
Unlimited Committees or Meeting Series	✓	✓
Sync to Screen Sharing Tools (GoTo Meeting, webex)	✓	✓
Outlook Integration		
	MeetingBooster	MeetingBooster Premium
Outlook (2007,2010,2013)	✓	✓
Calendar Synchronization	✓	✓
Task Synchronization	✓	✓
Supports Recurring Meetings	✓	✓
Calendar System Integration		
	MeetingBooster	MeetingBooster Premium
Gmail Calendar Synchronization	✓	✓
Ical (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	✓	✓
Pre-meeting Tasks	✓	✓
Running the Meeting		
	MeetingBooster	MeetingBooster Premium
Role Assignments	✓	✓
Attendance Tracker	✓	✓
Note Taking (Attendee Specific)	✓	✓
Conclusion Statements	✓	✓
Task Allocation	✓	✓
Meeting tools - Voting, Pro/Cons, Ratings etc.	✓	✓
Park Topics	✓	✓
Time Tracker	✓	✓
View Minutes On-the-fly	✓	✓
Post Meeting		
	MeetingBooster	MeetingBooster Premium
Meeting Minutes (Auto-generated)	✓	✓
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	✓	✓
Search Minutes	✓	✓
Merge / Save Results	✓	✓
Task Management System		
	MeetingBooster	MeetingBooster Premium
Task Synchronization with Outlook	✓	✓
Projects	✓	✓
Task Status Reports	✓	✓
Task Reminders	✓	✓
Admin		
	MeetingBooster	MeetingBooster Premium
Permission System	✓	✓
Security Roles	✓	✓
User Hierarchy	✓	✓
User Groups	✓	✓
Customizable Labels	✓	✓
Active Directory Synchronization	✓	✓
Single Sign On (SSO)	✓	✓
Audit Logs	✓	✓
Hosting		
	MeetingBooster	MeetingBooster Premium
Cloud Hosting (Microsoft Azure)	✓	✓
On-Premise Hosting	✓	✓
Meeting Analytics		
	MeetingBooster	MeetingBooster Premium
Attendance Report		✓
Meeting Costs		✓
Task Status Reports		✓
KPI Reports		✓
Improvement Reports		✓
Feedback System		
	MeetingBooster	MeetingBooster Premium
Performance Ratings		✓
Hidden Strengths		✓
Blind Spots		✓