



Meeting Room Management System

Best Suited for: Corporate any others organization, Garments, Government Bank, Manufacturing & service organization

Used Technology: C#, ASP.NET, SQL Server 2012, JavaScript, Ajax, HTML, CSS/CSS3, Adobe Photoshop CS5

Brief: Our Meeting Room management software system is automates administrative processes, so user can focus on managing the most valuable time schedule of an organization people and respective clients also.

Client Reference: bKash Limited, CRAB, Bricks & Bridges Ltd., Aloha Bangladesh

Our company “Opus Technology Limited” provides meeting room booking systems. It provides simple tools for reserving conference rooms and other spaces or resources within an office or shared workplace. This software ensures that organizers and attendees have the necessary accommodations for important meetings, and at the same time, office managers maintain an accurate, up-to-date view of how company resources are being utilized. Office managers can program these platforms with user permissions and other restrictions to ensure the appropriate usage of these valuable resources.

Meeting room booking systems are primarily used for planning out and inviting others to meetings such as team scrums, sales calls, one-on-ones, and brainstorming sessions. They are also used by members and community managers of coworking spaces for reserving rooms, desks, designated call areas, and quiet spaces. These tools improve workplace efficiency while preventing double bookings or other situations where meeting spaces and resources are unavailable at critical moments. Certain products in this category provide analytics features to offer insight into shared space usage and help refine room scheduling protocol.

Meeting Management System

Our Core Modules:

- Meeting Room Pre-schedule
- Management Reporting Tools
- Attached Advance requirement
- Dash board

Module Features:

Meeting Management System

- Flexible, Scalable & Customizable
- Increase Service Offering with a Professional Application
- Attach Advanced Requirements (Catering, Equipment & Visitors)
- Reduce Energy Usage to Support Carbon Reduction Commitments
- Enables Recharging & Cost Management
- Never Double Book Resources
- Automatic Email Notifications
- Management Reporting Tools Included for Resource Analysis
- Intuitive, Efficient, Effective Solution
- Extendable Across Web Interface (Optional)

User Management:

- Create new user
- User privilege setting
- Change user password

Setting:

- Time Schedule Setting
- Room Schedule Setting
- Company Information setting
- Event Setting
- Division Setting
- Department setting
- District Setting
- Religion setting

Why you need this?

- On-The-Go Meeting Room Booking
- Easy Installation & Integration
- Microsoft Exchange & Office 365 Integration
- Eliminate Double Booking
- Order Catering & Resources

Meeting Room Management Features

EVENT & VISITOR MANAGEMENT

Ensure events and visitors are managed properly from start to finish. Set up new events and capture critical information with a few simple clicks. Track guest arrival and departure for improved service and security

CLOUD & MOBILE SOLUTIONS

Connect to your system from any device—desktop, tablet, or mobile—then use touch panels and kiosks to reserve rooms and workspaces. Since everything is cloud-based, your system is updated and reflects changes in real-time.

OUTLOOK INTEGRATION

Make the most of your calendars by integrating them with our resource scheduling systems. You get the best of both worlds with a robust scheduling system accessed through calendaring software already familiar to your employees.

Transparency

Meeting management software worth its salt will have one majorly important factor – it'll allow for complete transparency. By that, we mean transparency in the ability to see and access the details of a meeting, the schedule, and details on the meeting space. This not only helps get everyone on the same page but reduces time spent asking questions concerning a meeting's topic, length, and location, thereby increasing overall meeting efficiency.

Meeting Check-In

If you have any recurring meetings on your schedule, answer this question: how often are those meetings skipped or moved around? And how much meeting space is wasted because other people in the company know you have that conference once a week at a certain time block?

Adding the ability to check in to meetings reduces wasted conference room space and alerts everyone else when a meeting is ready to begin. Update, Cancel, or Move Meetings Building on our last point, the truth is that meetings need to be as adaptable as businesses. You need meeting management software that allows you to update, cancel, or move meetings on the fly. You'll also want these changes to be visible across the entire shared calendar, so the rest of the company – and other meeting participants – can stay looped in on what's happening via their mobile devices.

Advantages of Meeting Room Management System

Monitor No-Shows

One of the most frustrating aspects of room bookings is people not turning up for their meeting. This not only increases the amount of time that the workspace is unavailable, but it also means that other employees are prevented from making better use of it.

Repeated no-showing can also sometimes lead to disruptive habits, such as employees choosing not to book meeting rooms at all or deciding to use them despite another colleague booking in advance.

Meeting room reporting can monitor no-shows, identify repeat offenders, and enable you to enforce sanctions that will help reduce wasted meeting room time, ensuring a more professional work environment.

Track Resource Usage

Resources such as catering, video conferencing, and digital signage can be fundamental to a successful meeting. But it is not always obvious which resources are most frequently required and actually used. With reporting you can track and manage the number of resources required for meetings and see what's made use of, this will help you to plan more effectively in the future.

Manage Room Occupancy

To avoid missed or double bookings, it's imperative to know when your meeting room is in use. But simply being aware of when it's occupied isn't always enough information, and knowing how many people are using the space at any one time can also be a valuable statistic.

Using meeting room reporting, you can gain data on how often your 12-person board room is used by just 4 people. This will allow you to better understand the space required to meet the demands of your business, and make more well-informed decisions about the size of your meeting room.

Track and Monitor Visitors

Tracking and monitoring visitors can be a key to improving customer service, but without accurate data it can be difficult to identify if there are any flaws in your customer service. Meeting room reporting can track visitors to your building on a daily, weekly, or monthly basis and analyze business peaks to ensure that customer wait time is minimized and there are sufficient staff members available. With a long-term reporting solution, you will also have access to historical data to see if your organization is performing better year-on-year, or to prepare for upcoming events.

Manage Hospitality Costs

The friendly and generous reception and entertainment of visitors is an essential, if expensive, element of business. Especially for those businesses entertaining important customers regularly, or scheduling events that require considerable planning, catering, and staff.

With meeting room reporting, you can assign cost codes to specific services and then distribute the information to finance. This enables your organization to accurately invoice costs or internal charging to the right place, and allow you to plan what hospitality costs might be required in the future.

Distinctive features of Meeting Room Management System

Meeting room booking systems commonly integrate with calendar software so meeting organizers and attendees can view or manage meeting details, such as time and location, in relation to their general schedules. These tools also offer integrations with email software, making it easy for organizers to send electronic invites to attendees. These tools often integrate with or share features of visitor management software to check in and track information about meeting attendees, particularly those from outside the company. A number of meeting room booking systems provide digital signage features to display meeting details outside of conference rooms and allow for streamlined check-in processes. This will usually involve external hardware such as tablets or digital displays, either from a third party or the software vendor themselves.

To qualify for inclusion in the Meeting Room Booking Systems category, a product must:

- Provide an overview of company conference rooms, along with scheduled meeting times and details.
- Allow users with the appropriate permissions to book available meeting rooms, modify event details, and invite attendees.
- Equip administrators, such as office managers, with tools to modify user permissions, room and resource details, and specific meeting information.
- Sync with organizer and attendee calendar and/or email tools.

Which Brand We Work With?

Opus will provide **Meeting Room** Management solutions for all type of companies in all scales that acquire our solutions for their organization. We can install the tailor made Meeting Room management system for individual organizations for taking into consideration for various factors related to that specific organization.

Opus is proud to be partners with some of the largest and prestigious vendors in the field of security and business management systems that create unique quality products trusted by client's worldwide .Our fault proof solutions help in creating a smooth Meeting Room management Solutions that works efficiently and effectively in all conditions and markets around the world.

Our Respective Clients

