SGA
Minutes Management Software

DO NOT WRITE, TALK!...

The Minutes Management Software The SGA allows users to manage the complete lifecycle of any type of meeting, from the preparation stage to the publication of the minutes.

This is an innovative system with multiple features that correspond to the various modules attached to a base module:

- Preparation and management of the meeting (base module)

- Electronic voting module

- Electronic signature module

- Voice to text transcription module

- Multimedia search module

Flexibility and Scalability

The modules of this application are sized according to the client's needs, and it is easy to add new modules, keeping up with the pace of the organization's growth.

Security

Each user only accesses what is authorized, according to their profile.

Quality and Reliability

This product complies with all quality and safety standards and good practices imposed by the ISO 9001:2008 and ISO 27001:2005 Certifications.

Integrity

The application is prepared to communicate bidirectionally with other application systems, guaranteeing complete security and data integrity.

Interoperability

This product works on the most known and used systems on the market.

BENEFITS

Allows the complete dematerialization of the meeting life cycle. It facilitates the production and management of documents, based on a single repository with all the information. Meeting planning and management is fast, simple and agile. Access runs twenty-four (24) hours a day, seven (7) days a week.

ELECTRONIC VOTING SYSTEM

Whenever one or more issues are voted on, the system allows each participant to vote electronically in a secure and unambiguous way, using a personal and non-transferable digital signature certificate. This feature allows you to vote quickly and securely.

MINUTES AND ELECTRONIC SIGNATURE DIGITAL APPROVAL

To approve the minutes, simply sign them digitally and send them to the addressee. In this way, all logistical procedures associated with the physical signature of the documents are dispensed with. It is possible to electronically approve and sign minutes anytime, anywhere!

MULTIMEDIA SEARCH SYSTEM

The system provides a search for a word, phrase or text in the minutes. Once the meeting is recorded (voice and image), you will be able to perform a search and perceive the entire context by reproducing the sound and image according to defined time interval parameters.

MODULE BASE

MINUTES PUBLICATION

The minutes are published automatically after signature. The publication can be made on the EMS portal, on the organization's institutional portal or on any other portal. Minutes can even have subject search mechanisms and playback of associated audio.

The base module is designed in two areas:

The BackOffice oriented to the "meeting manager" - which adds a set of functionalities, which allows to carry out everything that belongs to the meeting, and the FrontOffice oriented to the participants of the meeting - a set of participants (stakeholders) who cooperate, communicate and contribute actively .

The lifecycle of a meeting can be divided into five different phases. In each of them, the SGA acts and facilitates the work.

	BackOffice	FrontOffice
Meeting preparation	- Planning the meeting and specifying the subjects of the meeting; - Loading documentation for the meeting; - Identification of stakeholders (definition of roles and permissions); - Sending calls/notifications (integration with e-mail tools such as Out/ook, Gmail and Thunderbird).	- Access meetings; - Consult the general data of the meeting; Know the stakeholders; - Enter comments, suggest subjects and attach documentation for the meeting; - Confirm attendance at the meeting, or indicate the justification/announce any substitute; - Consult the agenda and access the documents and comments made.
Execution the meeting	- The "meeting manager" manages attendance and meeting matters; - Electronic voting on FrontOffice issues.	- Access the agenda. list of stakeholders, documentation, annexes and comments; - Exchange messages between users; - Carry out electronic voting on matters.
Minutes approval	- Ata tornada definitiva e disponibilizada para aprovação.	- Minutes made final and available for approval.
Minutes signature	-	- The signature of the minutes is done in electronic format by the intervening parties.

Publication of Minutes