

SHAREPOINT BASED MEETING MANAGEMENT

CENTRALISED ROOM MANAGEMENT

Meeting Rooms are one of the most valued and hotly contested commodities within any office space, highly converted and always in demand. Over the years there have been a lot of solutions developed that manage meeting rooms but most have added complexity and cost with extra licensing, maintenance, management and infrastructure overhead.

THE PROBLEM

The management of a meeting room comes with a number of variables that need to be managed including:

- Capacity of the room
- Available room configurations
- Room assets (i.e. Projector, Computer, Fridge, etc.)
- Booking process/ownership



In addition, many rooms within an organisation are controlled by various departments and the 'caretaker' for a room may be different depending on the room.

The challenge therefore was to use the existing software investment to leverage a solution that met the business needs, while utilising the existing SharePoint investment.

CONNECTED ROOMS

In order to create a solution based on SharePoint an understanding of a number of factors was required. A number of these variables were found to be fixed, while a number of variables could change based on the required configuration. A number of these variables include:

- Ability to create custom processes for different types of meetings
- Multiple room configurations for different scenarios
- Visual representation of rooms
- Link to resources and available assets



OUTCOMES

Based on common meeting and event management requirements gathered from a number of clients, the Sharing Minds Meeting Management implementation provides a connected and well-rounded solution to manage any room within a floor, building or an entire organisation. The Meeting Management solution was created to allow organisations to utilise their existing investment in Microsoft SharePoint technology.

Organisations that have implemented the Meeting Management solution have a centralised meeting management result for all meeting rooms within their organisation that works within their SharePoint environment.

The solution provides for stronger governance and management of meetings and resources along with assets associated in the solution.

ORGANISATIONAL BENEFITS

Organisations which are utilising Meeting Management are quickly able to realise a number of benefits, including:

- Single location for the management of all meeting rooms for the organisation regardless of location
- Ability to define a room booking process and room priority
- Visual representation of room layout configurations so room facilitators can have their rooms pre-set to the required configuration
- Defined security ensuring only those with the correct security levels can access or edit room bookings
- Full integration with Microsoft SharePoint and Microsoft Exchange



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SOLUTION CUSTOMISATION

The Meeting Manager Solution Module has been developed around the calendar and event concepts already built into Microsoft SharePoint and Microsoft Exchange. This was done to ensure performance where complex room scenarios are required and reduce the reliance on 3rd party applications running on the SharePoint server. In using the native elements of SharePoint and Microsoft Exchange, there is little or no custom code to be developed. This reduces complexity and the need to rewrite or amend code with successive Microsoft updates of the core products.



Additional customer driven customisations are inevitable, through that process, Sharing Minds uses its intimate knowledge of SharePoint to configure the Meeting Manager to meet those needs, including room layouts, asset details and workflow process configuration. This solution can therefore be deployed ready to use, with very little knowledge over and above the already established SharePoint expertise within the company.

HOW WAS IT DONE?

Microsoft SharePoint technology provides a great platform for the gathering of user information and different profiles. By utilising this platform first and then customising a process framework and user, this solution:

- Provides one interface for the display of all rooms, assets and configurations
- Provides standard interfaces for the management of contacts not stored within the corporate network (i.e. Active Directory)
- Allows activities to be tagged into other SharePoint functions (i.e. Document Management)

Through the process of understanding an organisation's meeting room practices, the Meeting Manager acts as an initial framework that provides all the components; and Sharing Minds specialist staff configure the solution to work the way you need it to.

ABOUT SHARING MINDS

At **Sharing Minds** we take a customer first approach to reaching outcomes, be it a technical solution or a strategic business roadmap. Everything we do is about 'Connecting **People** to their information' and ensuring that your business can get the outcomes it needs when it needs it.

We work *with* your business as no-one knows your business like you do.

We provide support through four main core business areas including:

Strategy – Assisting organisations to position their technical roadmaps, align to core business values and outcomes and measure deliverables.

Consulting – Our team have a depth of experience in the delivery of technology solutions to organisations across a multitude of industries. Our focused teams will assist your organisation to position your projects for the best possible outcome.

Support – Organisations implement complex technology solutions to help solve business needs. And often technology teams are overworked running the platforms the organisation needs. **Sharing Minds** can assist your organisation in achieving support and maintenance outcomes through our detailed support packages.

Applications – Often the right solution involves getting the right product as opposed to bespoke solutions. **Sharing Minds** maintains a number of in-house solutions and partner products that will help your organisation without large development costs.

