Minute Keeper

Minute Keeper is a dedicated application for the management of Meeting Agendas and Minutes:

- **Quickly generate meeting agendas**

- **Record minutes during meetings and validate before participants leave**

- **Customise to your organisation's meeting style**

- **Search, sort and filter items discussed at previous meetings by category, by participant, by content...**

- **Manage multiple meeting types in one application**

- **Manage multiple data files**

The Minute Keeper Database allows you to:

- Enter Meeting and Agenda details.

- Enter the details of the meeting minutes as the meeting proceeds or after the meeting has concluded.

- Enter staff details and select them against the various personnel roles relating to meetings - Chair, Scribe, person bringing an agenda item.

- Manage multiple meeting types within the one application - eg: Executive meeting, section meeting, social club meeting etc.

- Categorise agenda items by a key word.

- Place headings within individual minutes such as Action, Motion, Amendments etc.

- Group related minutes.

- Manage items held over from previous meetings.

- Search, filter and sort minutes using multiple criteria.

- Print agenda, and lists of minutes by meeting, type, person or a search string.

- Manage section or organisation contact details.

Minute Keeper is considered suitable for such groups as:

Business:

- Management groups
- Administrative teams
- Owners and staff
- Marketers and sales people
- Development teams
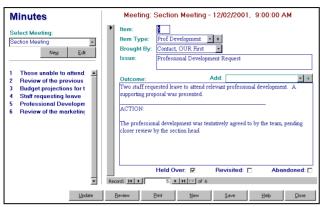- Business Associations
- Small business

Government:

- Management teams
- Administration units
- Project teams
- Educational bodies
- Teaching teams
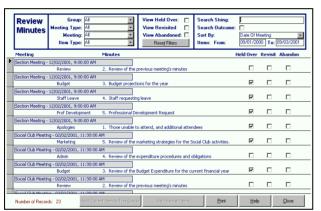- Health workers

Various Groups:

- Interest groups
- Church and community groups
- Sporting teams
- Charity organisations
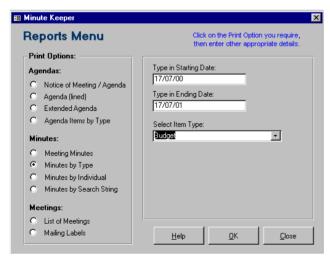- Theatre and music groups

Minute Keeper

"It's in the minutes..."

Manage meeting agendas and minutes

Search, sort and filter minutes

Print meeting agendas and minutes

Versions:

Demonstration Version:
A demonstration version of Minute Keeper can be downloaded from the MAJOR Software and Text Publishing web site and can be used at no cost.

Single-User Licence:
With the purchase of a Single-User Licence for Minute Keeper, a Registration Code can be used to unlock all the features of the database application

www.majorsoftware.com.au

Site Licence:
A site licence for Minute Keeper is available from MAJOR Software and Text Publishing. Email for details.

Customisation and Integration:
MAJOR Software and Text Publishing may be able to provide specialised customisation of Minute Keeper, and possibly assist with its integration into other existing database applications.

www.majorsoftware.com.au

System Requirements:

This application was designed for use with Microsoft® Access 97 or later *. In order to run this application, you may need:
- a Pentium PC or better (with mouse),
- 16 MBytes of RAM or higher, depending on your Microsoft Access version.
- SuperVGA monitor running at 800 x 600 pixel resolution, 16 colours or better, and…
- at least 14 MBytes of free hard drive space (not including the space required for the Microsoft Office or Microsoft Access).

You need to:
- be running Microsoft® Windows® 95 or later,
- have a copy of Microsoft Access * currently loaded on the computer.

   * **NOTE:** *If you do not have a copy of Microsoft Access 97 or later, a 'stand-alone' version of Minute Keeper can be purchased from MAJOR Software and Text Publishing.*.

MAJOR Software and Text Publishing
9 Koola St, Wishart QLD 4122
Ph: (07) 3420 5457 Fax: 3420 5458
Mobile: 0408 445 411
Email: contact@majorsoftware.com.au
Web: www.majorsoftware.com.au

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& Text Publishing