



### Feature:

- \* Meeting reservation: users can select a conference room to initiate a conference reservation. The conference reservation information includes meeting time, location, host, participants, and conference theme.
- \* Meeting reminder: support meeting information WeChat notification, SMS notification; send pre-meeting reminder, closure reminder, meeting sign-in, start sign-in, end sign-in, meeting attachments, meeting details, meeting agenda and other meeting-related notifications to relevant personnel. The administrator can edit, modify, and cancel employee meetings. And then a notification reminder (application notification and SMS notification) will be sent to all participants of the conference;
- \* Meeting review: there are two types of meeting review, one is that the meeting reviewers do not need to review the meeting and can directly initiate and pass the meeting; one is that after the user initiates the meeting, the meeting reviewer will send the relevant information to all participants after the review and approval;
- \* Meeting list: users can view the information of participating conferences by searching (conference subject, initiator and other keywords) or filtering (conference status, start and end date);
- \* Meeting release: support the synchronization between the conference reservation module and the information release entrance screen. After the initiator initiates the meeting successfully, it will be synchronized to the entrance screen of the conference room, and it will display the latest pending and in-progress meetings;
- \* Meeting minutes: after the meeting begins, all participants can add, edit, modify and preview the meeting minutes, and organize and view the meeting minutes.