Implementation of ProManage Project Management Tool at Jamie's Company

---

Meeting Agenda

1. Discussion on current project management challenges faced by Jamie's team

Meeting Summary

- **Meeting Objective**: The objective of the meeting was to discuss the potential implementation of the ProManage project management tool at Jamie's company to enhance team productivity.

  - **Key Discussion Points**:
    - Jamie's team is currently facing challenges with task tracking and deadline management due to scattered spreadsheets and emails.
    - Alex introduced ProManage as a centralized solution that provides visibility into ongoing tasks, assigns responsibilities, and sends automatic updates.
    - ProManage was compared to other tools like Asana and Trello, with emphasis on its scalability, integration capabilities, real-time collaboration, AI-powered task prioritization, and automated deadline tracking.
    - Alex assured Jamie about the high security standards of ProManage, including end-to-end encryption and SOC 2 and ISO 2701 certifications.
    - The cost of ProManage was discussed, with a special deal of $50 per user per month, including 24-7 customer support, free software updates, and unlimited cloud storage.

4.

Action Items

The following action items were identified:

1. Alex to send over the contract for Jamie to review.