

The screenshot shows the Meetin.gs web interface. At the top, there's a header with the Meetin.gs logo, a dropdown menu showing 'Nov 17th - Board meeting', a plus icon, and a user profile picture. Below the header, the interface is divided into three main sections, each with a numbered pink callout box:

- 1 Meetings:** A list of meetings with details like title, location, date, time, and participant avatars. Meetings are color-coded: blue for past, pink for current, and green for upcoming.
- 2 Updates:** A list of updates to meetings, including new materials, comments, notes, and other significant updates. Updates are color-coded: blue for past, pink for current, and green for upcoming.
- 3 Setup a New Meeting:** A form to create a new meeting. It includes a 'Title' field, a 'Create' button, and a section for creating meetings straight from your calendar.

At the bottom of the interface, there's a footer with the Meetin.gs logo, links for 'Getting Started', 'Blog', and 'Website', and links for 'Support', 'Facebook', 'Twitter', 'Contact', 'Terms of Service', and 'Privacy Policy'.

Meetin.gs creates a shared online space for meeting collaboration, including files, shared documents, notes, and agenda.

Participants are kept up-to-date through email. Every meeting has a short email address for sending in meeting related material and notes.

Setup is quick and easy through your calendar.

Participants can use their existing tools such as tablet, smartphone, and desktop applications.

1 Meetings

View a list of all meetings you are attending. The ones marked blue are past meetings, pink ones are currently running, and green ones are upcoming.

2 Updates

Browse updates to your meetings. This includes new materials, comments, notes, and other significant updates – the most recent ones are always on the top.




3 Setup a New Meeting



Type in your meeting name and click 'create'. Meetin.gs will guide you forward.


Scheduling a Meeting

- Find the meeting time collaboratively by choosing 'Suggest dates to participants' when filling in your meeting details. Select the most suitable time after others have answered.
- You can also set the date directly.


Propose dates for Board meeting
Choose dates to suggest for the participants.


2011-09-15  15  00 


Duration 1  h 0  min


Add 

Proposed dates (max 8 dates):



Thu Sep 1, 12:00-13:00 



Thu Sep 8, 15:00-16:00 

Wed Sep 14, 12:00-13:00 


Thu Sep 15, 15:00-16:00 


Save **Cancel**

Meetin.gs Nov 17th - Board meeting  


Board meeting, Meeting room 2  17 NOV 07:30  **Invite**

Meeting is being scheduled. You have answered all proposals.
4/6 of the participants have answered.

	Thu 1/9 12:00-13:00	Thu 8/9 15:00-16:00	Wed 14/9 12:00-13:00	Thu 15/9 15:00-16:00	
Lotta Viitaniemi	✓	✗	✓	✗	
Viivi Luoto	✓	✓	✓	✓	
Mikko Kaipio	✗	✓	✓	✓	
Jussi Kaijalainen	?	?	?	?	
Antti Vähäkotamäki	?	?	?	?	
Petra Salminen	✓	✓	✓	✓	
Total votes	3	3	4	3	

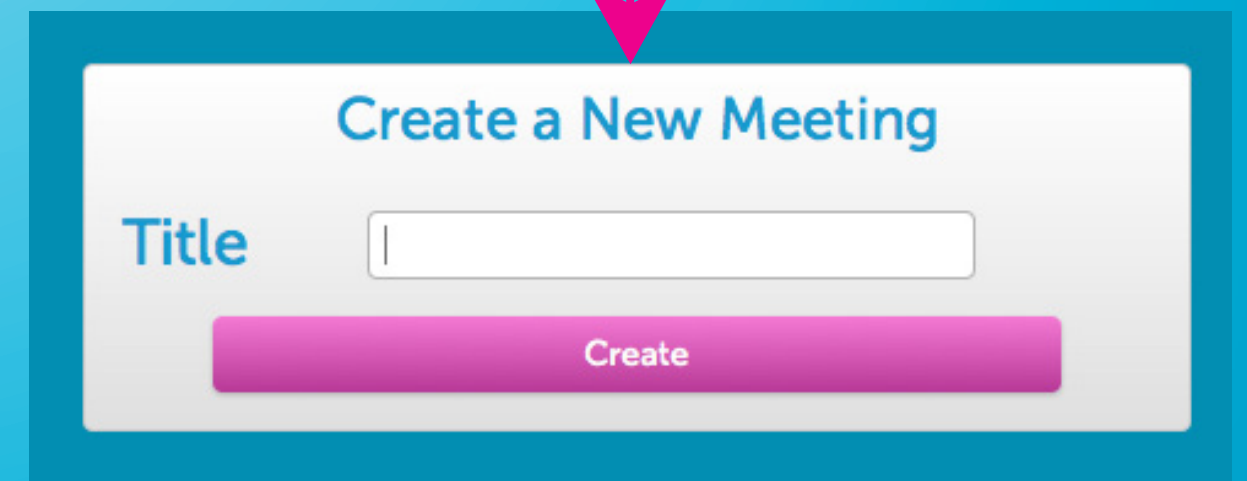
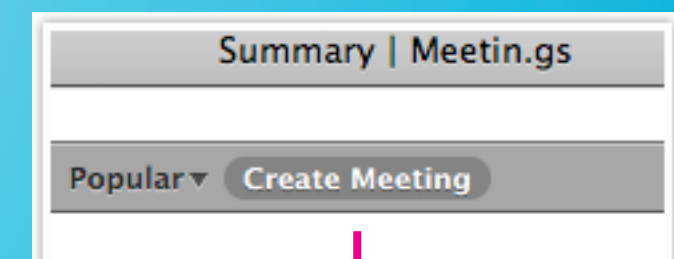
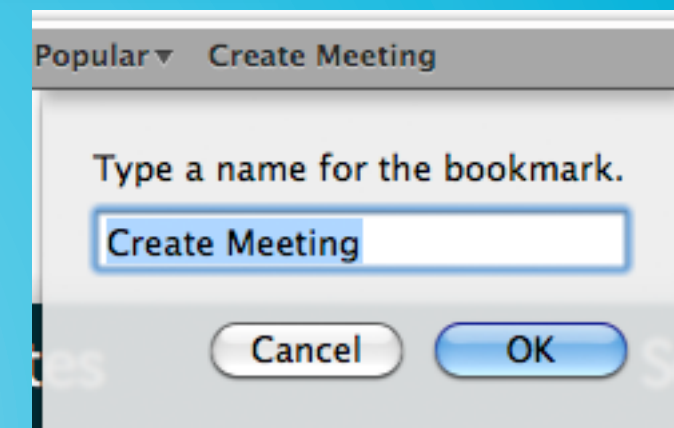
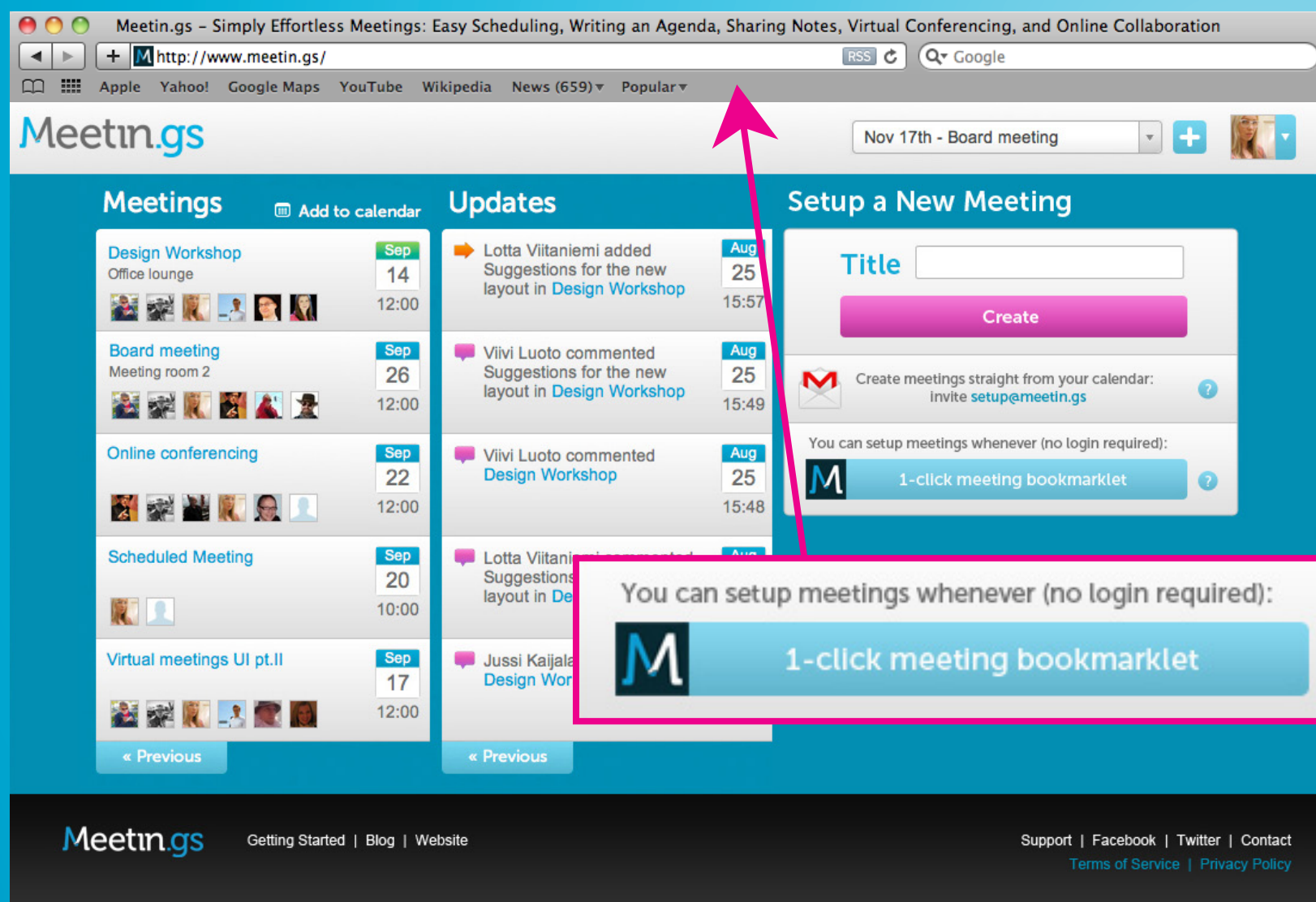
 **Agenda & Materials**
3 documents

Chat
5 messages

View 

1-Click Meetings

Save the bookmarklet to your favourites.
Clicking the icon allows you to create a new meeting straight away without logging in.





You can create meetings straight from your calendar. When setting up a meeting, invite:

setup@meetin.gs

and a meeting will be created based on your calendar event.

You can also forward a calendar invitation (ICS file) through email to this address.

Everyone in the calendar invitation will receive an email confirmation with a link to the meeting page.

Meetin.gs

Nov 17th - Board meeting

Thu 17 NOV 07:30

Board meeting, Meeting room 2

+ Invite

Edit meeting

Enable online conferencing

Materials

- Agenda Added by Virva Luoto
- Meeting minutes 10.9.2011 Added by Virva Luoto
- Meeting minutes Added by Virva Luoto
- Financial_report.pdf Added by Virva Luoto
- CEO_Report_pdf Added by Taisto Naakka
- Budget.xls Added by Antti Vähäkotamäki
- business development.png Added by Pirkko Näre

Drag & drop new materials.

Share *

Agenda

1. Approval of previous meeting minutes
2. Chief executive's report
3. Financial report
4. Business development
5. Budget
6. Other issues
7. Summary and scheduling of next meeting

Write your comment here...

- I have nothing more to add, see you on Wednesday! Lotta Viitanemi - 1 November at 16:56
- Agenda looks good to me. In other issues I would discuss the recruitment needs. Teemu Arina - 1 November at 16:45

Chat

Write your message here...

- Minutes read and approved. I added the business development model as a reference. Pirkko Näre - 1 November at 15:59
- Just added the CEO report. Needs still refining - will be completed when the meeting takes place. Taisto Naakka - 1 November at 15:52
- Thank you for adding points. I hope you have time to take a look at the previous meeting minutes so that we can move along to current issues faster. Virva Luoto - 1 November at 15:09
- I made a few corrections to the agenda, have a look! Lotta Viitanemi - 1 November at 14:17
- Please take a moment to read through all the materials. Virva Luoto - 1 November at 12:21

Meetin.gs

Getting Started | Blog | Website

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Privacy Policy | Terms of Service

1 Materials

There are three different types of materials:

1. A collaborative document.
2. Files from your own computer.
3. Documents from a previous meeting.

2 Invitees

See who is attending the meeting and invite more people. Click a participant to edit access rights.

Under the share button * you can let people invite themselves.

3 Chat

Chat about the meeting in real-time. Email messages you send in (without attachments) will also appear here.

The screenshot shows the Meetin.gs interface for a meeting titled "Board meeting, Meeting room 2" on Thursday, November 17th at 07:30. The interface is divided into several sections:

- Header:** Includes the Meetin.gs logo, a dropdown menu showing "Nov 17th - Board meeting" (callout 1), a "+" button, and a user profile icon.
- Meeting Info:** Displays the date, time, and meeting title. It also shows a list of participants and an "Invite" button.
- Materials:** A list of files added to the meeting, including "Agenda", "Meeting minutes 10.9.2011", "Meeting minutes", "Financial_report.pdf", "CEO_Report_pdf", "Budget.xls", and "business development.png". A "Drag & drop new materials." area is highlighted with callout 3.
- File Viewer:** A central area showing a preview of the "Financial_report.pdf" file. It includes a "Scribd" logo, download, print, and fullscreen options, and a "Download | PDF | 0.15MB" button. A dropdown menu for file actions (replace, edit, rename, remove, print) is highlighted with callout 2.
- Chat:** A section for real-time communication, featuring a "Write your message here..." input field and a "Share" button. It displays a list of messages from participants.
- Comments:** A section for adding comments, with a "Write your comment here..." input field and a "Publish" button.
- Footer:** Includes the Meetin.gs logo, links for "Getting Started", "Blog", and "Website", and a progress bar showing "12min left" (callout 4).

Useful Tips

1

Here you can browse, search and add meetings. Access analytics, settings and log out under your avatar icon.

2

Use the dropdown menu to replace, edit, rename, remove or print the file.

3

Drag & drop multiple files from your desktop to this area.

Every meeting has its own unique email address * to send in materials.

4

The progress bar shows how much time there is left for the ongoing meeting.



Email Communications

Stay up-to-date and interact through email:

- Email digests inform what is new with the meeting.
- Every email contains a link to the meeting page.
- Reply to add comments, and add attachments to upload materials.

Summary: Web design workshop Inbox x

Meetin.gs info@meetin.gs
to me ▾

Material and comments of the meeting:

[Web design workshop](#)

- * [Beautiful designs](#) by Mikko Kaipio 14 days ago
- * [Meeting notes](#) by Virva Luoto 15 days ago
- * [Agenda](#) by Virva Luoto 15 days ago
- * [Colorscheme](#) by Lotta Viitaniemi 14 days ago
- * [Design mind map](#) by Mikko Kaipio 14 days ago
- * [visual_mockup_green.jpg](#) by Virva Luoto 14 days ago
- * [visual_mockup_turquoise.jpg](#) by Virva Luoto 14 days ago
- * [Visual_mockup_orange.jpg](#) by Virva Luoto 14 days ago

Total of 7 chat messages and 4 comments shared.

Anything missing? Email them here:
ncm6qb@mtn.gs

—

This is an automated message from [Meetin.gs](#).

[Support](#) | [Privacy Policy](#)

Virva Luoto has invited you to Web design workshop Inbox x

Meetin.gs info@meetin.gs 31 4:32 PM (0 minutes ago) ☆

to me ▾

Title: Web design workshop	Your Agenda for Wed Nov 16, 2011
When: Wed Nov 16 09:30 – 13:30 (EET)	No earlier events
Where: Office lounge	09:30 Web design workshop
Who: viivi+testi@dicole.com, mikko@dicole.com, teemu@dicole.com, viivi@dicole.com	No later events
Add to calendar »	view my calendar »

What: Web design workshop
When: Wed Nov 16, 09:30-13:30 (UTC+2)
Where: Office lounge
Who: Virva Luoto, Mikko Kaipio, Lotta Viitaniemi, Pirkko Näre, Teemu Arina

Access the shared meeting page here:
[Meeting: Web design workshop](#)

Email meeting materials and comments here:
ncm6qb@mtn.gs

Attachments will appear as materials on the meeting page.

Messages without attachments will appear as messages to other participants.

invite.ics
1K [Download](#)

For more tips, visit:
www.meetin.gs/blog