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.

Meetings, simplified

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

Thu 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.

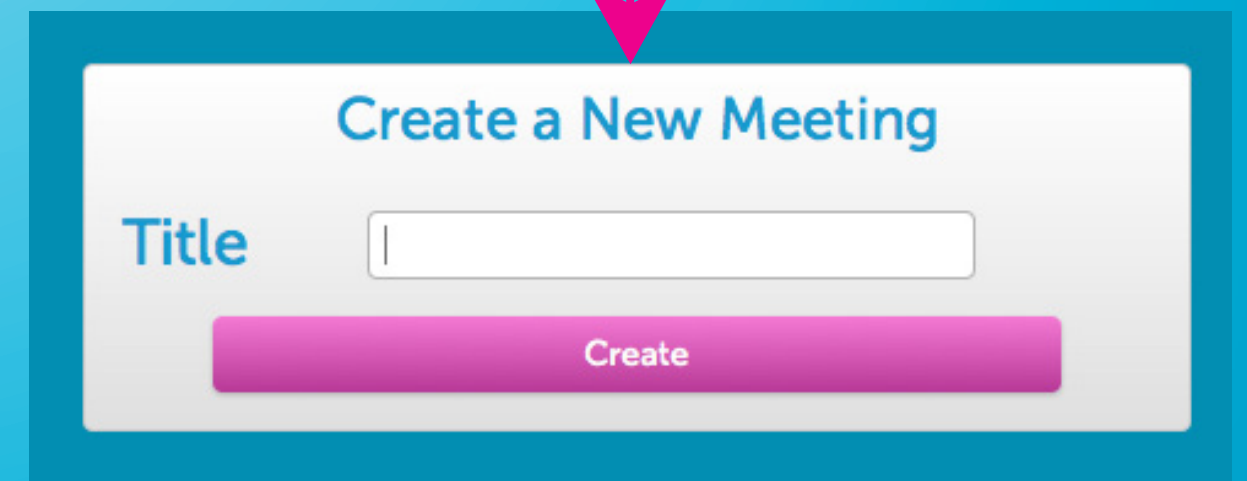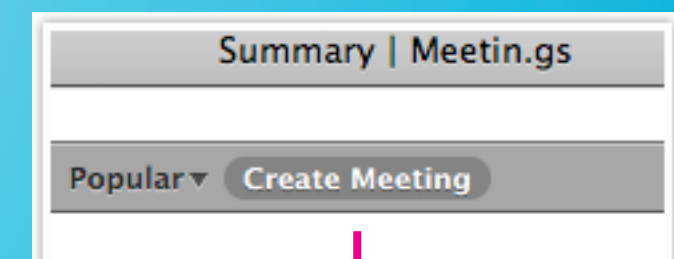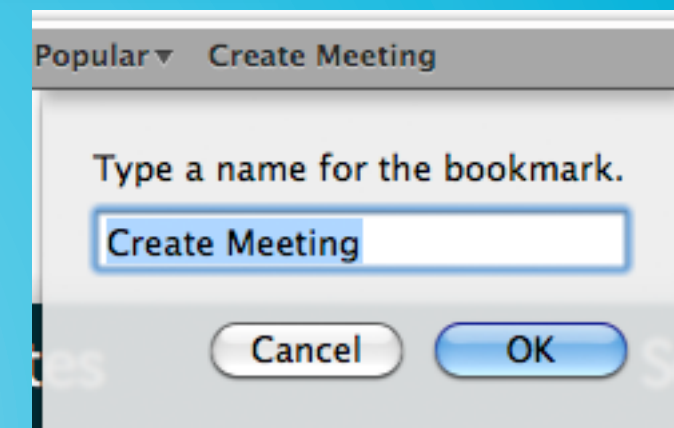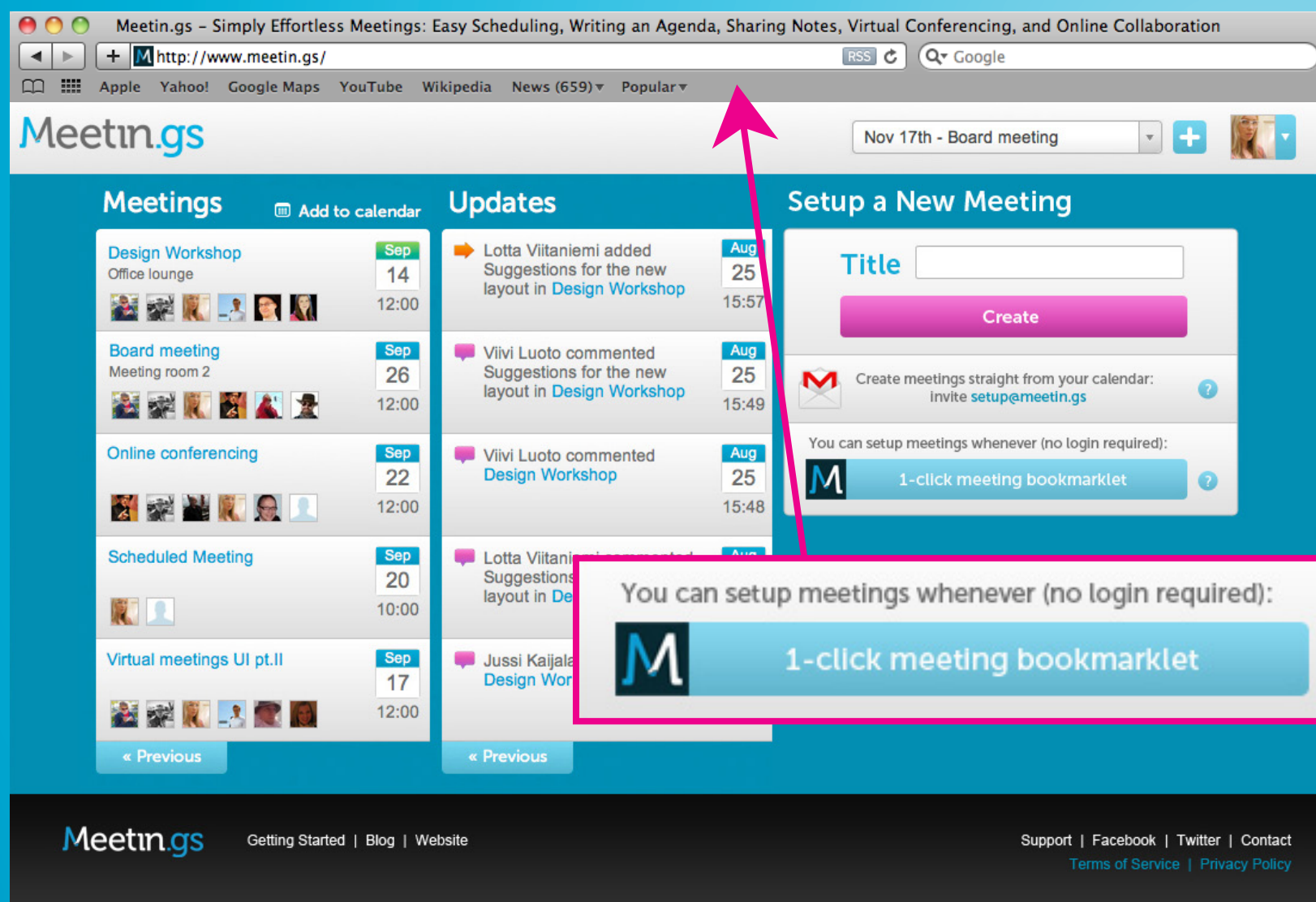You can create meetings straight from your calendar. When setting up a meeting, invite:

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.

Meetings, simplified

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.

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.

Meetings, simplified

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

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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.

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invite.ics
1K Download

For more tips, visit:

www.meetin.gs/blog

Meetings, simplified