

|| SENTRAL MEETINGS

OVERVIEW

1. What problem does this module solve?

i All schools run general staff, learning support and executive/faculty meetings and it is handy to minute those meetings. The Meeting module handles the agenda, content and structure of meetings that take place in schools. It provides an efficient, effective and clear end to end solution that seamlessly manages key processes and workflows for staff meetings. The module is simple and fast to configure for school's processes and requirements.

2. How does Sentral solve this?

i **The Sentral Meetings Module:**

The ease of configuring this module ensures that schools can start taking minutes of communication & actions for staff meetings.

Simple & easy tab navigation

- Gives an overview of recent meetings
- Comprehensive information about any student related meeting or general staff meetings
- Integration to Profiles module if a student is nominated in a meeting
- Logical meeting functionality with ability to register attendees and add attachments
- Contains built-in Meeting templates

3. Who will use and get value from this Module?

i The Meeting module will be used by administrative and/or staff who handle meeting minutes and agendas. A deep understanding of current school policies and procedures is essential to ensure meeting details is centralised & transparent. Meetings also benefits the student and parents at large to provide information and consultation for student monitoring and requirements.