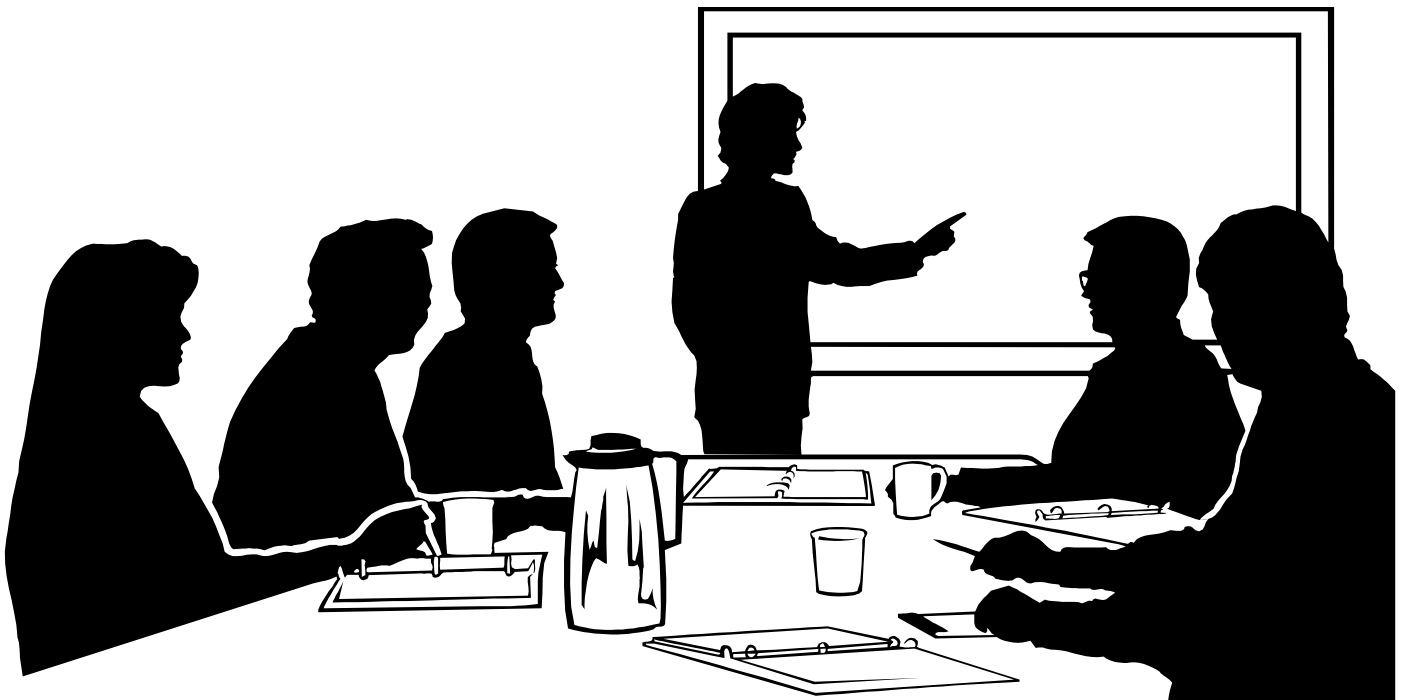


Optimeet™

The Evolution of Team Collaboration

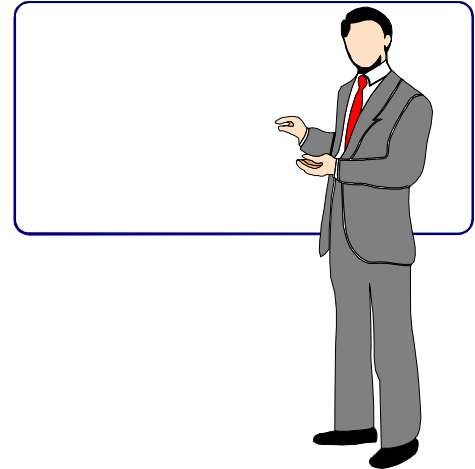


It's a Simple Idea

Meetings are a vital part of business. Your company's most important decisions are made in meetings. The interaction between your most valuable employees is vital to your company's success. So why are meetings almost universally considered a necessary evil?

The simple fact is that most meetings are *inefficient* and *unproductive*. There's little doubt that many of them leave ample room for improvement.

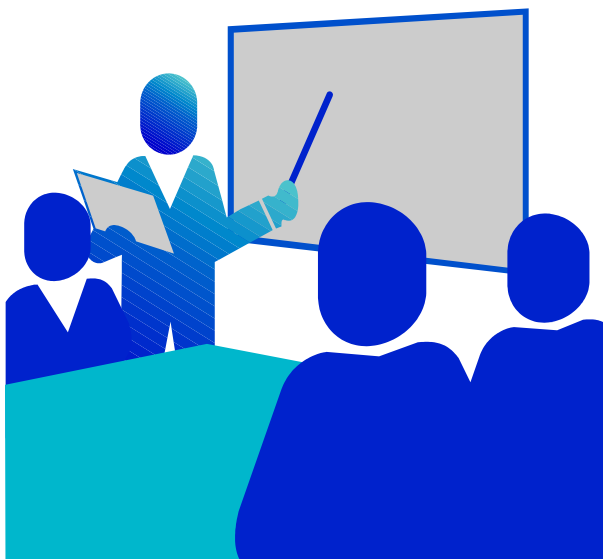
What's the solution? Formal meeting processes can help, but only if they're rigorously enforced. There are a wide range of technical tools available but most of them offer only incremental benefits. What's needed is a true, integrated meeting system.



Introducing Optimeet™

Technology, applied in an intelligent and innovative way, can change the way your company does business. Optimeet is a unique, innovative solution that enhances the efficiency and effectiveness of team collaboration.

Optimeet is an integrated system that helps you plan, organize, execute, and follow up on meetings. It encourages you to follow a more formal and organized process, and streamlines the entire process from planning to follow-up. Optimeet will:



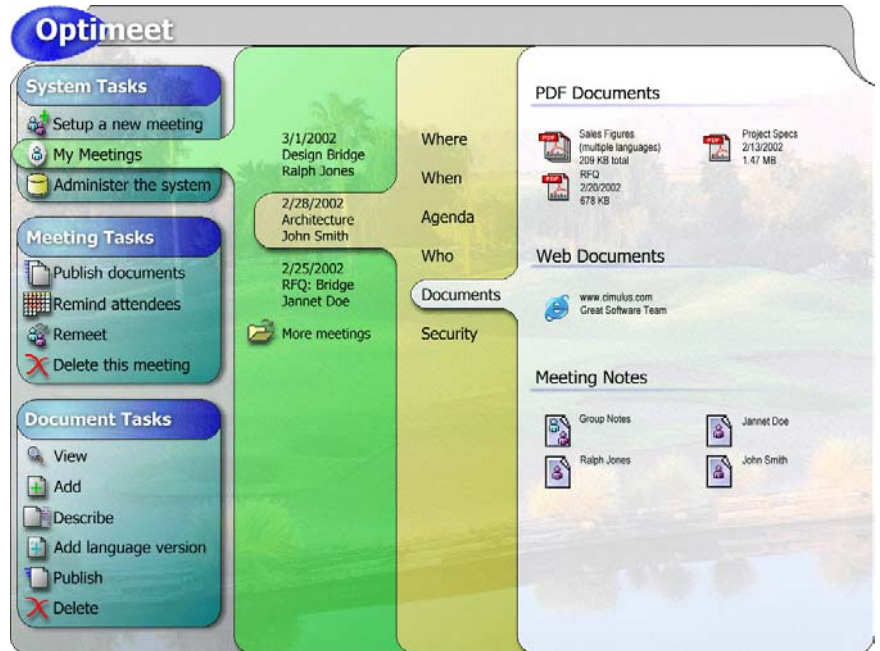
- **Save Time and Effort** by streamlining the entire meeting process. It will help you prepare for a meeting with an agenda and handouts, allow you to maintain control during the meeting, and make it easy to document and distribute the results.
- **Improve Meeting Flow and Control** with simple, unobtrusive tools to help keep meetings on track, encouraging the use of “best practices” without enforcing them.
- **Improve Communication** by making it easy for attendees to participate and share ideas, encouraging better communication and collaboration.

Optimeet is the evolution of meeting tools, bringing an entire meeting – handouts, whiteboard diagrams, personal notes, planning and follow up – together in a single, integrated solution.

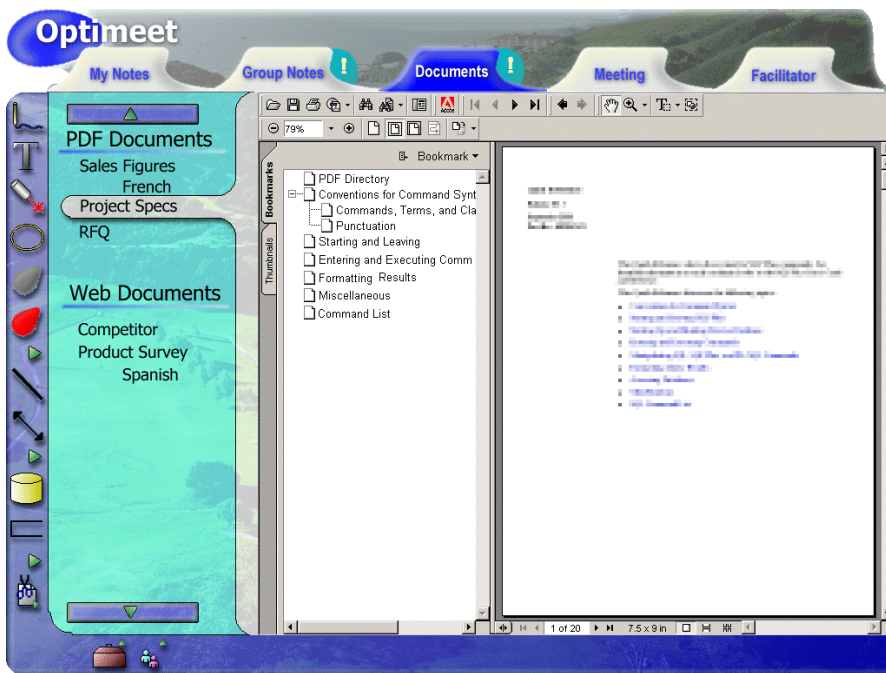
Prepare for a Meeting

The Optimeet Manager lets you create and edit meetings through a simple, PC-based interface.

- Specify the meeting time, location, and attendees
- Build an agenda and schedule, including time limits and goals
- Select the documents you want to publish for the meeting
- Pick a meeting mode, ranging from presentation to group decision or collaboration
- Configure security by document or attendee



Using Modern Technology



During the Meeting

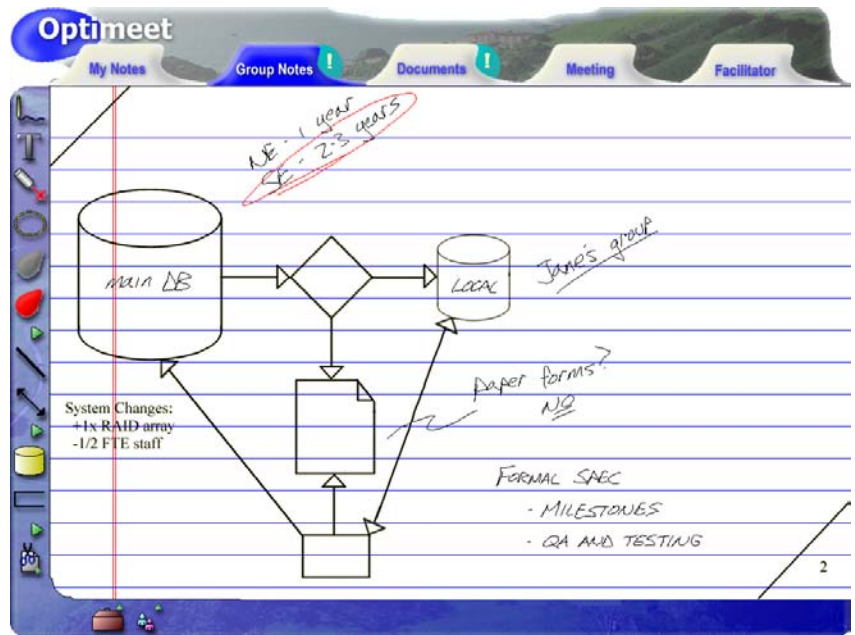
Each meeting attendee uses their own wireless tablet. After signing in, Optimeet provides a range of capabilities:

- Each person has a secure, personal notepad, for hand-written notes and sketches
- A group workspace is shared by all attendees, providing a whiteboard-like area for group interaction and collaboration
- Handouts and other documents are published electronically, eliminating the need for printed copies

The Advantage of a Digital System

Rather than simply replacing notepads, whiteboards, and printed pages, Optimeet builds on them, adding functionality and removing inefficiencies to result in a complete meeting system.

- The notepad and workspace provide drawing tools, multiple colors, copy/paste, and more
- Users can share notes and copy information between pages
- Notes and diagrams are captured electronically, eliminating the need for later transcription
- An agenda page helps keep the meeting on track, providing time limits and reminders
- Facilitation controls allow you to limit access to a document or workspace, or force everyone to view the same document or page



- Quick access to the shared workspace and drawing tools encourages a higher level of collaboration between attendees, and better organization of personal and group notes
- A results page allows you to build a single, common outcome document during the meeting that records the decisions, notes and information for each agenda topic

Managing the Results

Once the meeting is complete, attendees sign off of the tablets and return to their desks. The facilitator may then “publish” some or all of the documents, workspace pages, and results document from the event. Rather than distributing the files by e-mail, attendees simply use the Optimeet Manager to gain access to them and to their personal notes.

To Improve Your Business

Streamlining the meeting process saves time and effort, translating to a direct cost savings. But more importantly, improving communication, collaboration and accuracy will allow your team to be more productive and effective. That results in **better and faster decisions, higher productivity, and shorter time to market**. What would that be worth to your company?

How Can I Learn More?

If you would like to see Optimeet in action, contact Cimulus today for an on-site demonstration.

Cimulus Software Development
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(800) 786-1387 -or- (734) 327-9532