

Service & Pricing

Convene in Teams (CiT) Board Portal

Convene in Teams is a secure board portal meeting management solution inside Microsoft Teams that comes with all the essential features that are used by our existing government customers, which includes Central and Local Government, Government agencies, as well as NHS Trusts.

In this configuration, Convene has the capability to add an MS Teams app for both administrators and meeting participants. It uses your Teams instance to provide a secure meeting environment that allows you to add voting to an agenda item, redact sensitive documents within a meeting, control who can and can't make annotations and add signatures to documents, create action items which can be automatically carried forward for review to the next meeting and it additionally has a built-in minuting function that will auto generate the minutes into a template.

Convene in MS Teams contains integration with Azure Active Directory, MS Exchange, Sharepoint, Teams Video and Azure Single Sign-on as standard.

Convene is the ideal tool for Board meetings or any other type of formal meeting in which it is important that there is a controlled record of the meeting. It makes holding formal meetings inside Microsoft Teams more effective by reducing the number of apps required to create a meeting and providing an added layer of security. The output of the meeting can be exported to your SharePoint site from within the tool along with options to include annotations or not.

Included in License Cost

Meeting Administration

- Create meetings with simple drag and drop agenda
- Add MS office documents with no conversion required
- Add late documents even after start of meeting
- Redact documents - restrict who can see documents in the agenda
- Export Meeting Minutes
- Option to select type of annotation to be included in the exported meeting pack
- Export Meeting Pack
- Document Retention Schedule
- Document Permission
- Meeting Resolution - Show of Hands
- Meeting Resolution - Secret Ballot
- Directory (User and Board Profile)
- Schedule Next Meeting from a template
- Document Library
- Document Permission

Meetings

- Meeting Calendar view in app
- Meeting Timer
- Meeting Venue Map
- Take meeting minutes
- Make freehand annotations
- Make private or shared notes
- Meeting Resolution - Show of Hands
- Meeting Resolution - Secret Ballot
- Add and assign actions with due date
- Auto Meeting summary - download a consolidated summary after the meeting
- Presenter mode for remote meetings keeps pages in sync
- Built-in Audio and Video

Reports

- Meeting Attendance Report
- Efficiency Assessment Report
- Meeting List Report

Security

- Encryption in Transit and at rest to AES 256
- Single Sign On

Also included

Secure hosting service (ISO27001 & SSAE16 UK certified)
Unlimited online storage
Exchange Integration
Active Directory Integration
Data back-up
Product updates and patches
Manuals, user guide
Training Videos
24 x 7 Email support
24 x 7 Phone support
24 x 7 Chat support

Set up costs

Installation and set up	£775
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Annual Software License

User license per year	£195*
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Integration and Support Add-ons

Remote training	£ free
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* Volume related discounts available for requirements with 50 users or more