



## Meeting Management Tools

Improve the preparation, facilitation and follow-up activities of business meetings

Q1 2017

### MEETING MANAGEMENT TOOLS

DO  
LUCID MEETINGS  
MEETEOR

CONSTELLATION  
ShortList™

6  
solutions  
to know

MINUTE  
OFFICE MEETINGS  
CISCO SPARK MEETING  
NOTES

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The Constellation ShortList™ presents vendors in different categories of the market relevant to early adopters. In addition, products included in this document meet the threshold criteria for this category as determined by Constellation Research.

This Constellation ShortList of vendors for a market category is compiled through conversations with early adopter clients, independent analysis, and briefings with vendors and partners.

### About This Constellation ShortList™

For decades, the trifecta of email, calendar and contacts has been at the core of the employee productivity toolset. While the rise of social networking has reduced business reliance on email and changed the way we connect with colleagues and customers, meetings have seen little improvement. Sure, web/video conferencing has enhanced our ability to meet with people without having to be face-to-face, but the industry has seen little improvement in preparing for, facilitating and managing follow-up assignments from meetings.

### About Constellation Research

As an award-winning Silicon Valley-based strategic advisory and futurist analyst firm, Constellation Research serves leaders and organizations navigating the challenges of digital strategy, business-model disruption and digital transformation.

Constellation works closely with solution providers, partners, C-suite executives, board of directors, and its Constellation Executive Network of buy-side leaders to lead the way in research coverage and advise clients how to achieve valuable business results.

## Threshold Criteria

Constellation considers the following threshold criteria for these solutions:

- Administrative controls (e.g., user and group management, directory sync)
- Analytics / metrics / usage dashboards – personal, team and meeting-specific
- Collaboration (e.g., commenting, liking, sharing)
- Meeting preparation and facilitation, note taking, follow-up assignments
- Search capabilities
- Security (e.g., access roles, administration roles, encryption)
- Support for enterprise project/task management, corporate goal tracking, Web conferencing, customer relationship management (CRM) systems
- Which enterprise calendar and scheduling systems are supported

## The Constellation ShortList™

Constellation evaluates over 20 solutions categorized in this market. This Constellation ShortList is determined by client inquiries, partner conversations, customer references, vendor selection projects, market share, and internal research.

Note: There are several personal calendar tools that focus on consumer or personal level meetings and tasks; they are not included in this list as they are not considered enterprise-grade.

- Cisco Spark Meeting Notes
- Do
- Lucid Meetings
- Meeteor
- Minute
- Office Meetings

## Frequency of Evaluation

Each Constellation ShortList evaluation will be updated every 90 days as needed.

## Evaluation Services

Constellation clients may work with the analyst and research team to conduct a more thorough discussion of this Constellation ShortList. Constellation can also provide guidance in vendor selection and contract negotiation.

## Business Themes



Consumerization of IT & The New C-Suite



Future of Work

To learn more:

Visit [www.constellationr.com/ShortList](http://www.constellationr.com/ShortList)  
or email [shortlist@constellationr.com](mailto:shortlist@constellationr.com)



### Alan Lepofsky Vice President and Principal Analyst

With nearly two decades of experience in the collaboration software industry, Alan Lepofsky

helps organizations improve the way their employees work together to get their jobs done more effectively. Lepofsky's primary research area, The Future of Work, includes: Integrating collaboration and business processes, or Purposeful Collaboration; structuring work with Social Task Management; leveraging analytics to work more productively; examining the strategic impact of mobile computing on business transformation; and measuring workforce culture based on digital proficiency instead of age.

