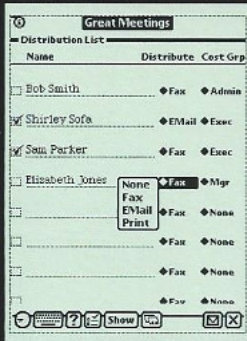




Great Meetings



Need to Meet on Monday? Great Meetings helps plan your meeting and notifies attendees using Newton's Communications Capabilities. Create Distribution Lists and contact attendees individually, or all at once.



Follow Up on That Action Item. Create Action item slips and distribute them to meeting attendees. Select a completion date, a priority and add the action items to Newton's To-Do List. Then, get reminded when the Action Items are due.

The most effective way to plan and run meetings.

Great Meetings is the planning and organizational tool you've been looking for. With this innovative product you can schedule and plan meetings; create agendas and distribute them using Newton's communications capabilities; run the meeting by tracking agenda items, time, meeting costs, and creating action items; distribute action items and add them to your Newton to-do list for follow-up.

Plan a meeting anytime, anywhere

You're on a plane and it's important that you plan a budget meeting to be held on the day you return to the office. With Great Meetings, you can schedule the meeting on your Newton date book, create a distribution list of people to invite to the meeting and select how you want to contact them (fax, e-mail, or print). Using Newton from your hotel you can contact the attendees and send them a copy of your agenda. If you select the Assistant option, copies of everything will be sent to your assistant to make sure things go as you plan.

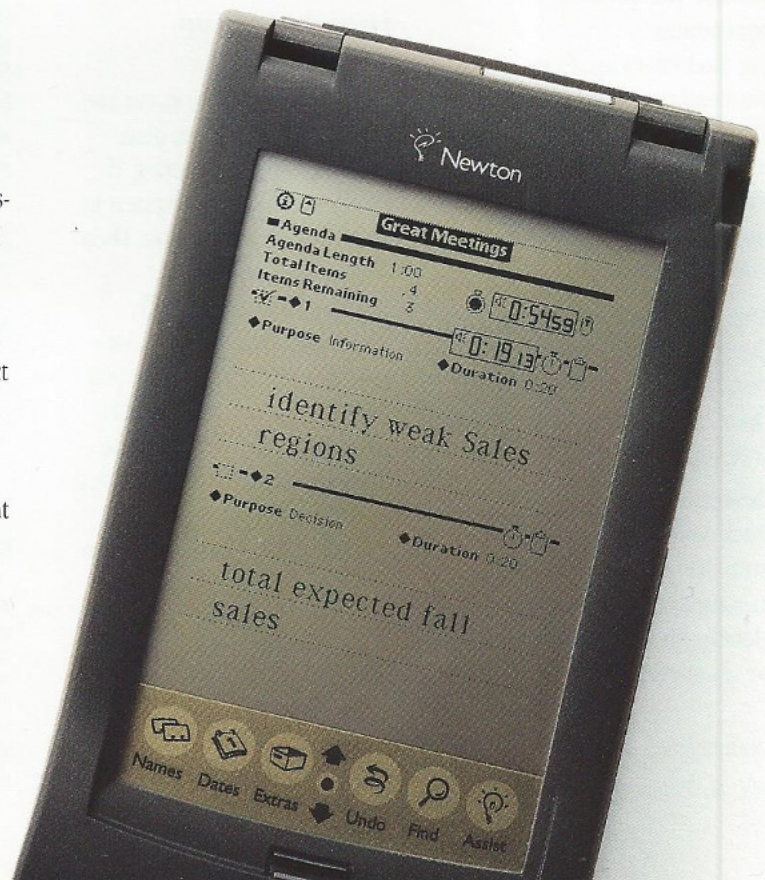
You can select a venue for the meeting, identify the type of

equipment you want at the meeting room and create an agenda. Each agenda item can have a time limit which you can then track while running the meeting. You can also take notes during the meeting and create action items with due dates which you assign and distribute to meeting attendees. These action items can even appear as to-do items in Newton's to-do list.

Use your notes to create minutes and distribute them to the meeting attendees. You can even create meeting templates for recurring meetings and carry forward agenda items or action items from meeting to meeting.

Highlights

- Schedule Meetings
- Create Distribution Lists Using Newton's Names Function
- Create and Distribute Agendas by Fax, Print or E-Mail
- Select necessary equipment
- Time Agenda Items and Track Meeting Costs
- Generate and Distribute Action Items
- Add Action Items to Newton's To-Do List
- Create Meeting Templates for Recurring Meetings
- Use the Carry Forward feature to move unfinished Agenda and Action Items to the next meeting.
- Draft and distribute minutes



STARCORE

Great Meetings



Plan Meetings, Set Agendas, Invite Guests, Create Action Items and Follow Up all through your Newton.

Schedule Meetings

Use Great Meetings to set times and dates. The meeting appears on your Newton date book.

Set Agendas

Create agenda items and give them time limits and goals. Then track them during the meeting.

Create Distribution Lists

Select from Newton's Names files to invite people to your meeting. Choose how you will contact them -fax, e-mail or hard copy.

Choose the necessary equipment

Use the built-in list, from overhead projector to catered foods, or edit it, to identify what you'll need to run the meeting. You can send this to your assistant to make sure everything is ready when you are.

Run an effective meeting.

Use your agenda to keep the meeting on track; take notes. Optimize resources by tracking time and meeting costs.

Generate Action Items

Track Action Items that come from the meeting. Assign them to someone, set a priority, and identify when the item should be completed.

Distribute Action Items and Minutes

Using the distribution list you create, distribute action items to the appropriate person and/or provide all attendees with meeting minutes.

Follow-Up

Action Items can be added to your Newton to-do list. You will be prompted when they are scheduled to be completed.

Build Meeting Templates

Use the meeting format and distribution list for recurring meetings. Move forward left over agenda and action items to successive meetings as necessary.

Questions & Answers

How do I set up a Meeting?

Select NEW from the status line and select a title, type, place and time for your meeting. If you desire, it will also appear in your Newton's date book. Then choose attendees from Newton's Names files and decide how you want to communicate with each. When you wish to distribute the Agenda you create, click on distribute. All of the people can be contacted with one click, or you can communicate with each person one at a time.

How is Great Meetings different from other products on the market today?

Most meeting products are designed primarily to schedule meetings in a networked environment. Great Meetings allows you to schedule, plan and run meetings. You can communicate with people outside of a network through fax or hard copy.

Great Meetings also allows you to track meeting duration, create and track action items and to assemble minutes from notes you take on Newton during the meeting.

System Requirements

Newton-compatible hardware with PCMCIA card slot. (PCMCIA Storage recommended) and the following system:

- Macintosh SE/30 or later computer with at least 4 MB RAM, Macintosh system version 7.0 or later, Apple SuperDrive floppy disk drive and Newton Connection Kit for Macintosh.
- 80386 or later compatible PC with at least 4MB of RAM, Microsoft Windows 3.1 or later, a high-density 3.5" floppy drive and Newton Connection Kit for Windows.

Technical Questions? In the US. call: 1-800-708-STAR

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