

Introduction

What is Meeting Management System (MMS)?



A **real-time automated system** built on top of the SharePoint platform to improve the current manual process of managing key management meetings in the SingHealth cluster.

Why the need for MMS?

The existing process of managing key meetings is very manual and time-consuming, as it relies on one facilitator who handles all procedures from the booking and scheduling of meeting agenda, submission of presentation materials to providing updates to stakeholders and attendees of the meeting.

Benefits

PROCESS IMPROVEMENT

Real-time online management of meeting schedules, agenda and materials – including booking of meeting slots, uploading of resources and tracking revision versions – at any convenient time.

EASE OF ACCESS

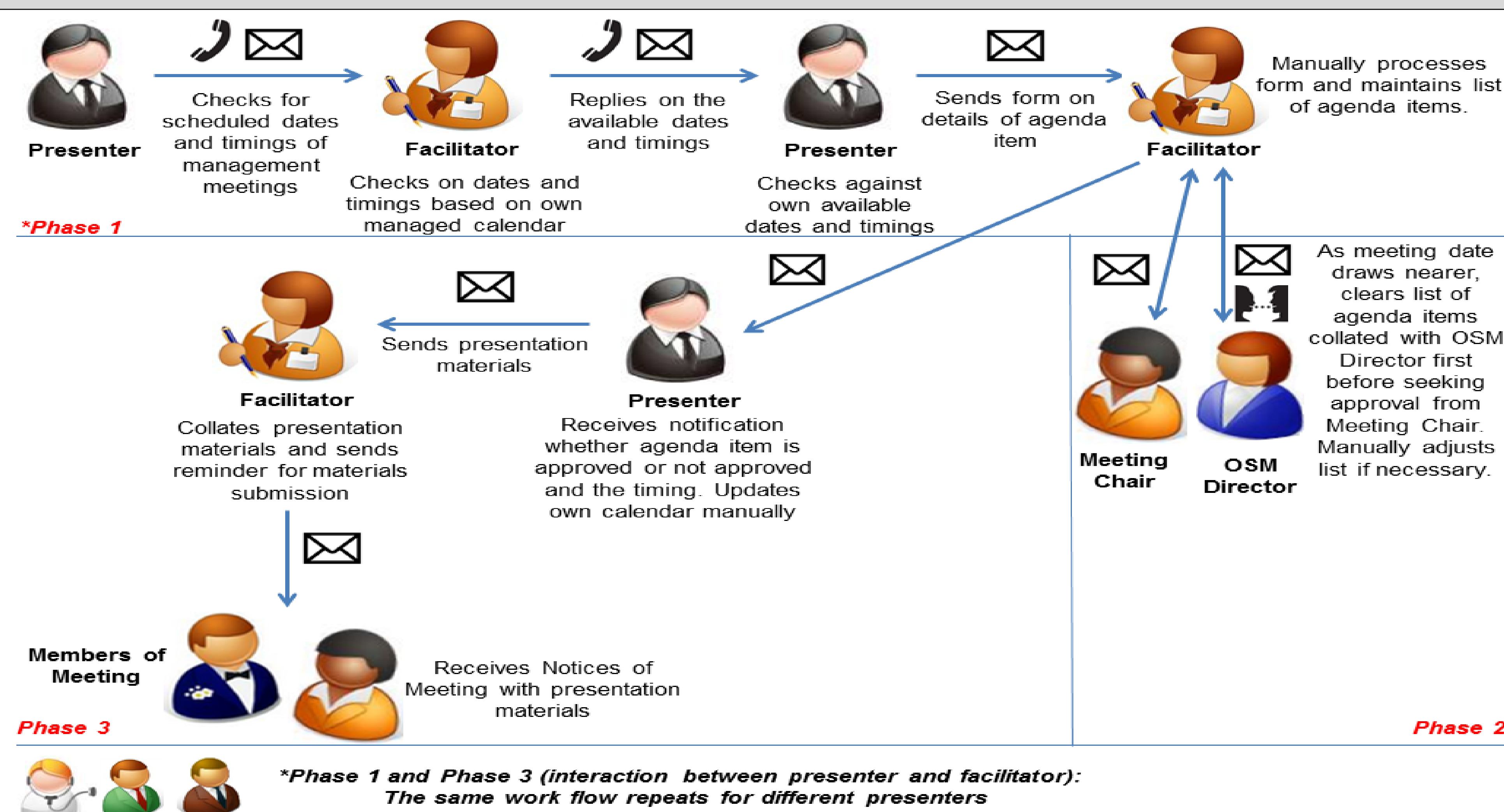
Central online repository of meeting materials and information allows for easy reference and retrieval with convenient search capabilities*, accessible throughout the cluster.

COST AND TIME SAVINGS

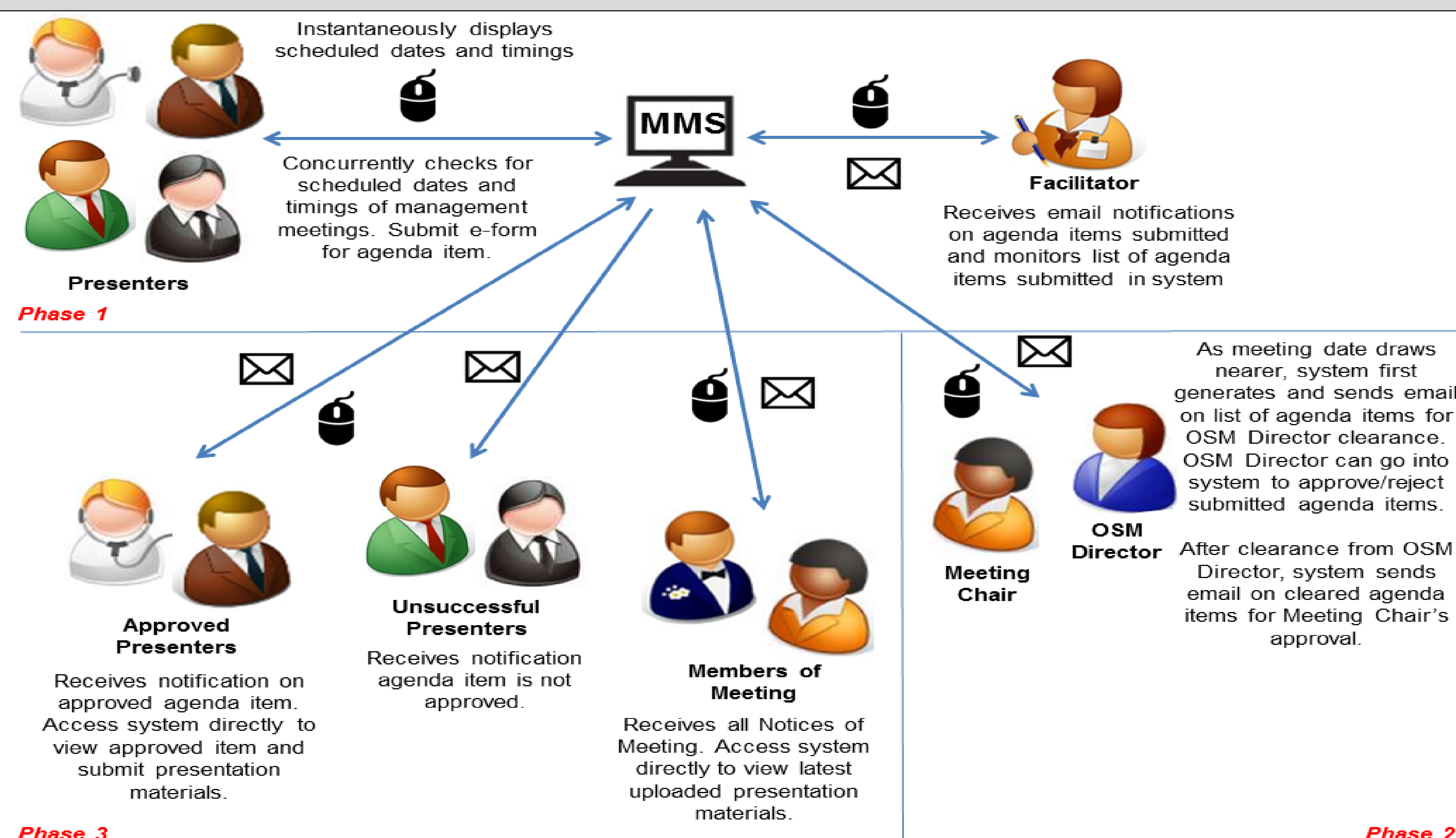
The automation process of MMS will reduce significant amount of time spent on manual checking by the facilitator and multiple to-and-fro communications.

Methodology

OLD PROCESS



NEW MMS PROCESS



Conclusion

- MMS will better facilitate efficient management of meetings and support effective decision-making across the SingHealth cluster, boosting information-sharing and synergy amongst the domains and institutions.
- The automated and systematic approach of MMS will streamline the current meeting management procedures, resulting in a simplified and effortless process flow.
- The new process will decrease the amount of effort required per meeting for the meeting facilitator up to 13 hours, from 17 hours[^] to 4 hours with the implementation. This will save both time and cost.

Future of MMS

When stabilised at HQ level, MMS could be extended to various institutions and domains for booking of meeting slots or other similar booking processes.

^{*}Depending on access rights
[^]Based on facilitator's workload estimation.
 Time required may vary for different meetings.