

Meetings

It's Time to Bring Your Meetings to Order



If you're overwhelmed by meetings, you're not alone. Managing topics and minutes, tracking invitations and attendance, and ensuring that action items are completed is a lot to handle.

Nevertheless, some meetings—like safety meetings—are essential for recognizing and responding to risks and incidents, and required by law in a growing number of jurisdictions.

Why try to take it all on manually? VelocityEHS' Meetings solution automates key tasks so that meetings are efficient, effective and easier for everyone to manage.



Core Capabilities

- Setup and Invitations
- Topics and Agendas
- Meeting Minutes
- Integrated Action Tracking
- Attendance Reports
- Mobile App
- Multiple Languages

"Now, nobody says, 'Wait a minute, why didn't that get done?' Now, it gets done.

This has made a big difference. Things stay organized and accountable."

Senior Safety Health & Environment Manager, Cobham

Best-in-Class Meetings Management:

Are you struggling to ensure the right meetings are taking place, at the right times, with the right people?

Centralize, simplify and automate your meeting planning and communication.

- Capture "who, what, when and where" info in a single location
- Set agendas and send calendar invitations to all stakeholders
- Plan one-off or recurring meetings as necessary
- Run daily pre-job meetings for crew and supervisors

Do you fear important meeting topics will be overlooked, or that details will fall through the cracks without follow-up?

Run effective safety committee meetings and toolbox talks, and empower workers to take responsibility for key tasks.

- Record discussions and see history of past topics
- Carry over important topics from one meeting to the next
- Auto-distribute print-friendly meeting minutes via email
- Send auto-escalating alerts on deadlines and past-due actions

If an auditor asked for proof that your teams are having the meetings and safety talks required by law, could you prove it?

Get peace of mind by ensuring key meeting details are documented and always at your fingertips.

- Preserve meeting schedules and records in one place
- Organize meetings by type, date and location
- Track and manage actions from assignment to completion
- Report on meeting program success and completed actions

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The Greatest Strength of VelocityEHS Solutions Is the Platform.



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What Problems Can We Help You Solve Next?

With VelocityEHS, you're only days or weeks away from putting our solutions to work for you.



- Risk Management
- Ergonomics
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- Meetings
- Audits
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- Management of Change
- Action Items
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- Waste Management

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