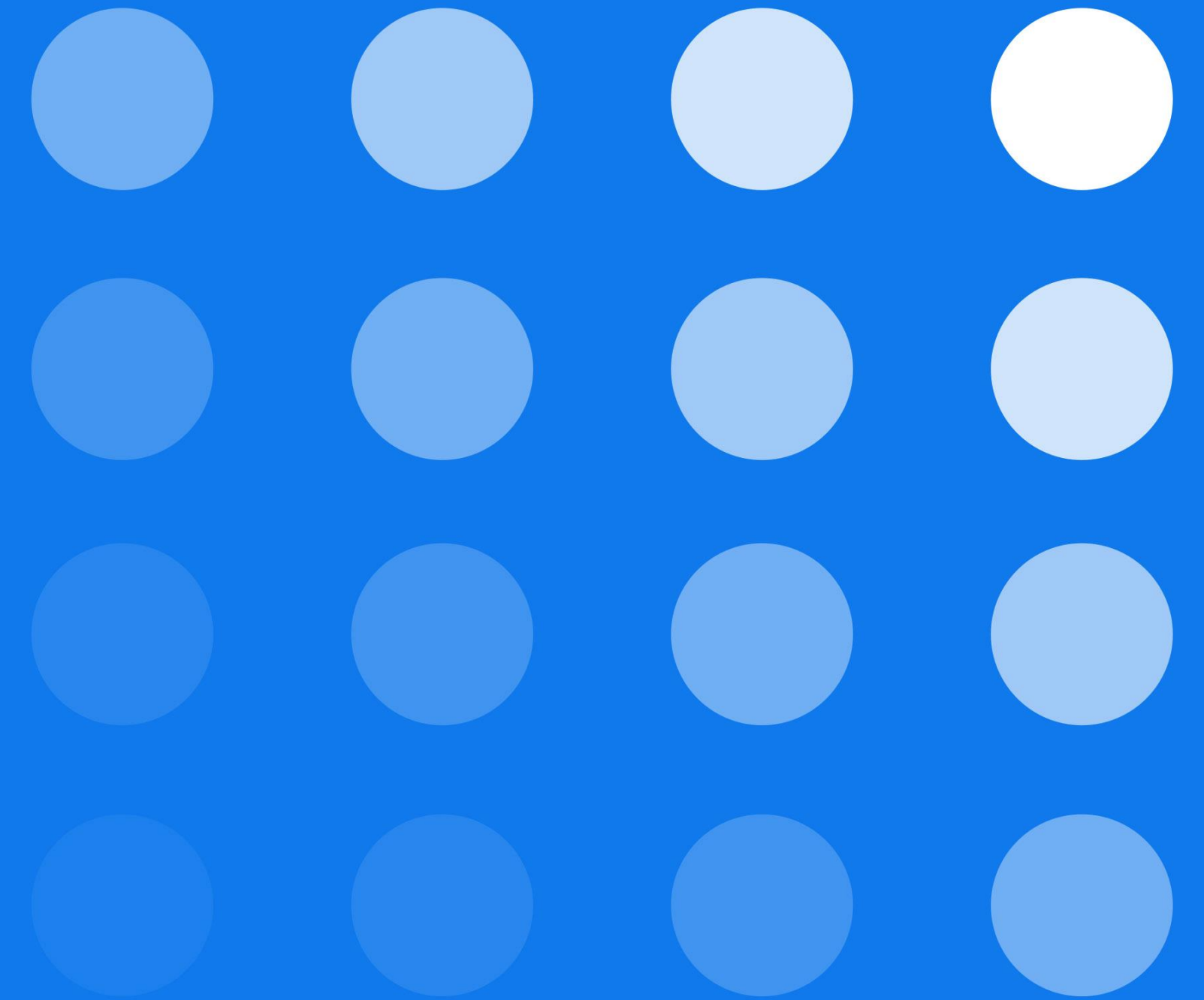


Decision Time

Meeting Management Software



China Joint Colleges Experience of using Decision Time Meeting Management Software



China Joint Colleges Office

Administrative Services to

- Beijing Dublin International College (BDIC)
- Chang'an Dublin International College of Transportation (CDIC)
- Guangzhou Dublin International College of Life Sciences & Technology (GDIC)

Covid Situation - No face-to-face contact with Partner Universities

Meetings must be focused and structured and they need to be documented efficiently

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China Joint Colleges Office

Approximate Number of Meetings per Semester

<i>Joint College Management Meetings [with partners]</i>	12+
<i>Joint College Academic Committee Meetings</i>	6
<i>China Joint Colleges Office Management Meetings</i>	4

Insitution	Decision Time Users
BJUT	11
CHD	13
SCAU	9
UCD	19
Total	52

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China Joint Colleges Office

BDIC

CDIC

GDIC



Meeting Management Software

Large Number of Meetings and Small Admin Team

Turned to a proven Meeting Management Software to reduce the time spend on supporting meetings:

- **Creating agenda**
- **Adding meeting documents**
- **Managing attendance**
- **Distributing Meeting Packs**
- **Recording and assigning actions**
- **Preparing and circulating meeting minutes**
- **Managing permissions and access to sensitive information**

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Meeting Management Software

Trialed Decision Time with our partner university in Beijing - Beijing University of Technology [BJUT]

- Intuitive
- Effective in streamlining meeting process
- Full, secure access for our colleagues in Beijing
- BJUT very happy to use the platform
- Shared responsibility for organising and chairing management meetings

Excellent customer service and training ensured that we were using Decision Time effectively - right from the beginning of the trial

Subsequently rolled out to CDIC and GDIC

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Meeting Management Software

Transformed our approach to all components of the meeting process. Benefits include, but not limited to:

- The ease of creating, editing, and updating Agenda Templates for our various committees underpins the speedy preparation of meeting packs
- Improved effectiveness and reduced the time for preparing and running meetings.
- The immediate linkage between agenda items and briefing documents simplifies the way in which committee members engage / participate in meetings.
- Attendees are better prepared, and they are exchanging notes / clarifying issues in advance of the meetings.
- Discussion time is reduced, and more focus is given to decision making and to the assignment and follow-up of tasks.

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Meeting Management Software

Overall Summary

Decision Time "imposes" an intuitive structured flow to our meetings that has dramatically eased the administrative burden of

- Organising and supporting meetings
- Recording and documenting
 - Meeting decisions
 - Meeting outcomes
 - Actions

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