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Top 5 Meetings Tools for Business

376 Views

By Megan Iemma | Latest Update Aug 20, 2013 4:48 PM

These top five meetings tools are crucial to managing your business via your device whether it is via an app or an online tool. Often you can manage the meetings from your device without having to first set it up via your desktop computer. These tools all vary in price range and the features that they include, whether it is for an online platform or for Android/iOS application. For further resources on this topic click here.

Meetings from your Mobile Office

With all these great tools you can run meetings with a back channel (conversations which happen during a meeting, workshop or conference). The backchannel is everything going on in the room that isn't coming from the presenter or the organiser of the meeting. For me, the backchannel works best when people can give honest feedback and feel safe as long as people respect boundaries and online meeting etiquette.

1. Run a backchannel during meetings <http://todaysmeet.com>

Todaysmeet is free and is great to use as you can set up the meeting in advance (people just use their name/alias) and type a sentence (140 Character rule) and then press enter. You can save this chat up for a month after the meeting. This is a great tool especially if there are members who are attending the meeting in a virtual manner. The link can be easily tweeted out and a transcript saved for future reference.



Talk, Listen

TodaysMeet helps you embrace the backchannel and connect with your audience in realtime.

Encourage the room to use the live stream to make comments, ask questions, and use that feedback to tailor your presentation, sharpen your points, and address audience needs.

Create a Room

Name your room

ie: <http://todaysmeet.com/>

Delete the room in

how long will the room data be saved?

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Create your Room

Online Meeting Tools/Apps for Mobile Devices

2. MeetingBurner (free, but you will need an account - see website)

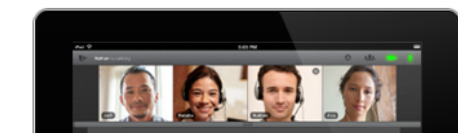
This is a great site that allows you to create webinars and meetings using the same website. With the webinar features you can share slides in a meeting (anywhere at anytime), share content from different devices during the meeting and share content during a training session (can view on laptop or tablet device both iOS and Android).

This also gives you the ability to record your meeting so that notes can be followed up or even the presentation shared with other colleagues.

3. GoTo Meeting.

This app enables you to share video and audio Schedule, host, and attend meetings. It also allows you to share your files in real time during meetings. This is available for both online and android/iOS apps. This is a very detailed application and has extensive support. The biggest issue for small business would be the cost (\$624/per year for 1 organiser and up to 25 users in a meeting).

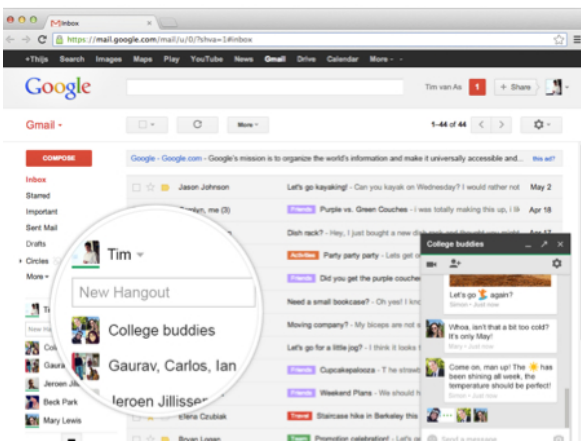
Go To Meeting





4. Google Hangouts Free (Android and iOS)

Use this app to create or join a Google Hangout for up to 9 friends. More businesses are using this tool for online meetings or conference calls. I have been using Google Hangouts because of the ability to screen share (so the other person can see what's on my screen).



5. Skype (app free)

Use Skype to conduct meetings with clients. I am co-founder of a national conference called 'Slide2Learn' and all our members are scattered around Australia. We use a mixture of Skype (voice call) and Google Docs to manage our conference organisation. Skype Premium has the ability to share screens via a desktop. I have often used Skype on my iPad for conference calls as it gives me the flexibility to have a true 'mobile office'.

If you want to learn further about online meetings or tools to help your business or even have your 'tech questions' answered go to <http://www.techcoachhq.com.au> for 1:1 coaching or team workshops customised for your needs.

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2 Comments

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Natalie Candarakis Aug 20, 2013 4:52 PM

Loving this series, Megan lemma! This iteration is so helpful for those of us who are often on the road. Looking forward to the final installment next week!

Like (0)



Danielle Price Aug 20, 2013 8:16 PM

This is great Megan lemma. I have only previously used Skype but with this knowledge will now look further into these other options.

Like (0)

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