



Naya

MEETINGS & DECISIONS

Meetings that produce accountable action

Plan the activity, verify who was actually there, approve the record and assign follow-up work that can be traced to delivery.



FROM FIELD DATA TO EXECUTIVE DECISION.

CUSTOMER BROCHURE

TIGER PARK LIMITED

THE PROBLEM

A meeting is not finished when the discussion ends

Value leaks after the room empties. Attendance is uncertain, minutes arrive late, actions lose their owners, and nobody can show whether the decision produced anything.

Before

Scheduling conflicts, incomplete invitations and scattered papers.

During

Unverified attendance, fragmented notes and unclear participation time.

After

Delayed minutes, weak follow-up and no link to delivery evidence.

The discussion was never the deliverable. The approved record and the action list are.

20

officer-hours

consumed by a two-hour meeting of ten officials

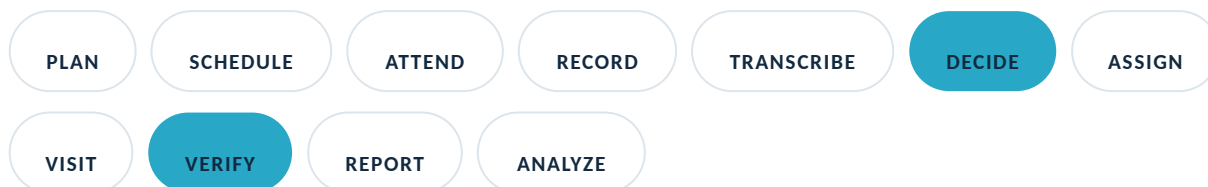
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attendance methods

from mobile check-in to authorised manual entry

THE LIFECYCLE

One governed record, from plan to analysis



What Naya manages

Attendance you can defend

Mobile check-in, QR, geofence-supported presence, organiser confirmation and controlled exceptions — each bound to a method, a timestamp and evidence.

Minutes to an approved record

Draft, review, correction, approval and version lock, with controlled distribution and a preserved history.

Decisions that become work

Every approved decision converts to an action with an owner, due date, priority and optional link to a Skyhawk task.

Organisational time

Scheduled duration, actual duration and individual attendance duration held apart, then rolled up to officer-hours.

MANAGEMENT INTELLIGENCE

Questions Naya can answer

How many participant-hours went into this programme?

Which units are carrying overdue actions?

Where did official site visits actually occur?

Which decisions produced verified delivery?

TRUST AND GOVERNANCE

- AI may draft and summarise; an authorised reviewer approves. No automatic approval.
- Recording and transcription run only where policy and consent permit.
- Location is captured for official activities, not continuous movement.
- Bangla, English and mixed-language transcription is target capability, confirmed during discovery.

Best fit

Secretariats, project boards and management committees whose meetings carry formal weight — where the minute is an official record and the action list is the delivery plan.

Prove it on one meeting cycle

Pick one recurring committee. Run a full cycle — invitations, mixed attendance methods, approved minutes, action follow-up and one project-linked site visit — and review the evidence.

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