

Naya

MEETINGS & DECISIONS

Meetings that produce accountable action

Plan, verify participation, approve the record, assign follow-up work and connect decisions to field delivery.

FROM FIELD DATA TO EXECUTIVE DECISION.

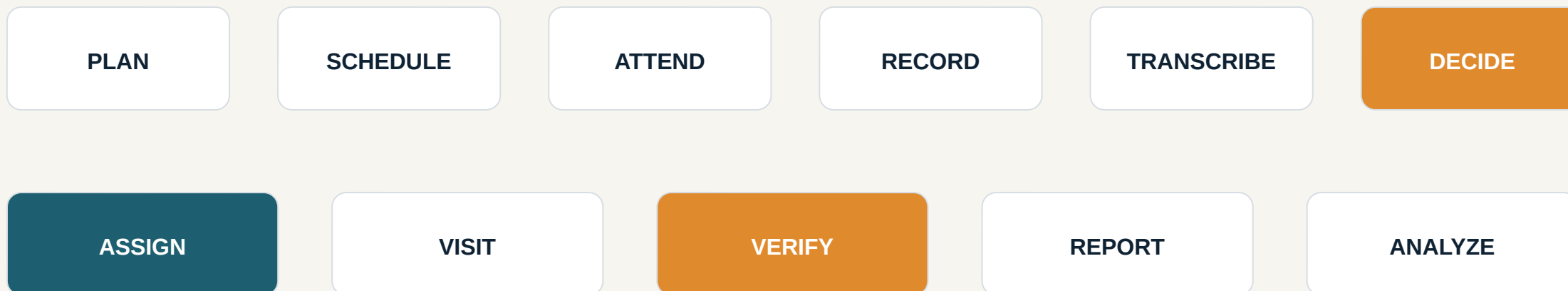
A meeting is not complete when the discussion ends

Organizations lose value when attendance is uncertain, minutes arrive late, actions lack owners and field delivery cannot be traced back to the decision.

	Before	Scheduling conflicts, incomplete invitations and scattered supporting documents
	During	Unverified attendance, fragmented notes and unclear participation time
	After	Delayed minutes, weak follow-up and no trusted link to delivery evidence

One governed record follows the activity from plan to analysis

The workflow supports meetings, official field activities and project-linked site visits.



Create the official meeting once—and keep calendars synchronized

Naya is the system of record for meeting status and attendance while integrated calendars remain familiar scheduling channels.

-  **01** Recurring and one-time meetings
-  **02** Participants, rooms, agendas and attachments
-  **03** Conflict detection and controlled rescheduling
-  **04** Google Calendar synchronization with duplicate prevention

Verify presence—and calculate actual participation time

Each attendance record binds a participant, meeting, method, timestamps and relevant verification evidence under customer policy.



Organizer verification



**QR or approved
digital check-in**



**Geofence-supported
presence**



**Controlled exception
and approval**

Outputs: attended • partially attended • late • early departure • absent • excused

Move from discussion to an approved institutional record faster

Recording and transcription operate only where policy and consent permit. AI assistance remains draft-only until an authorized reviewer approves the minutes.

Capture

Secure recording and resumable upload where approved

Transcribe

Bangla, English and mixed-language target capability

Draft

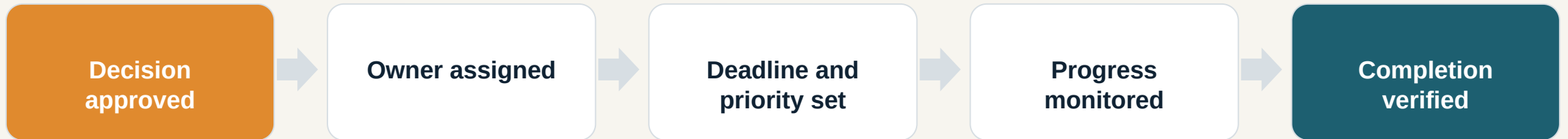
AI-assisted summary, decisions and action extraction

Approve

Human review, version history and controlled distribution

Every approved decision can become owned, dated and measurable

Actions carry an owner, due date, status, priority and project linkage—and can connect to Skyhawk work for field execution.

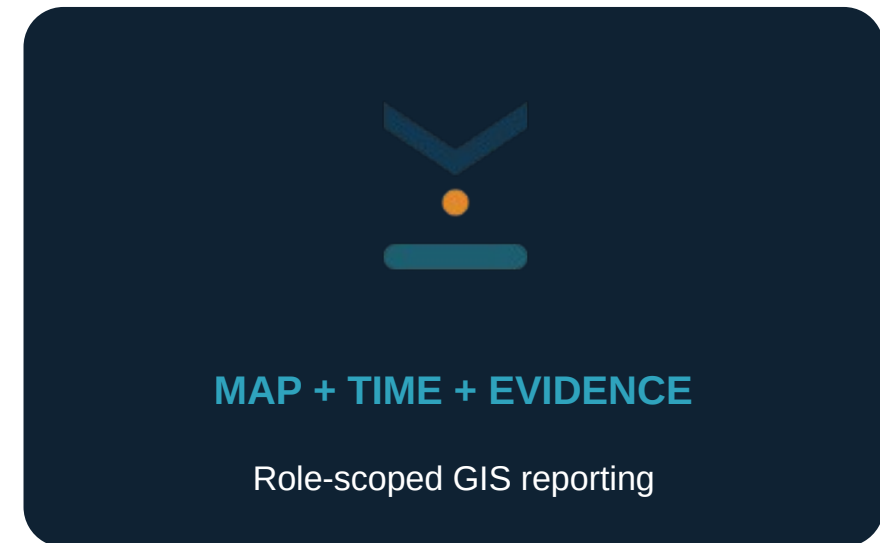


The result is a traceable chain from meeting record to accountable delivery.

Extend accountability beyond the meeting room

Naya records planned and ad hoc official visits with time, location, observations and evidence—without becoming a continuous personal-tracking tool.

- Purpose and project link
- Arrival and completion time
- **Location and accuracy metadata**
- Photos, notes and observations
- Offline capture and later synchronization



Measure both activity and what it produced

Naya distinguishes scheduled duration, actual meeting duration and individual attendance duration, then connects time to decisions, actions, projects and visits.

How many participant-hours were invested?

Which units carry overdue actions?

Where did official site visits occur?

Which decisions produced verified delivery?

Trust is part of the product, not a later add-on

Customers configure policies for recording, attendance methods, confidentiality, retention, exports and location access.

Privacy



Official-activity boundary, minimization and role-scoped access

Security



Identity, permissions, encryption, audit and controlled exports

AI governance



Draft labels, source linkage, confidence and mandatory human approval

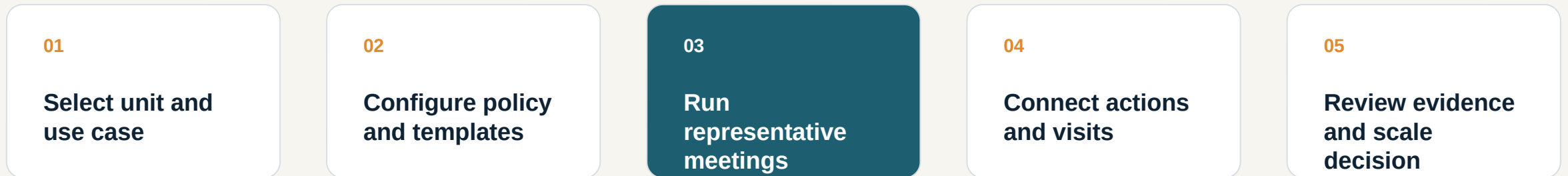
Exceptions



Reasoned correction, approval and preserved history

Prove Naya with a real operating cycle

A practical pilot should cover recurring meetings, mixed attendance methods, approved minutes, action follow-up and at least one project-linked site visit.



Final scope, shipped capabilities and success measures are confirmed during discovery.



Choose one meeting workflow that matters

We will map the current process, configure a governed pilot and demonstrate the link from attendance and minutes to accountable action and field verification.

REQUEST A NAYA DISCOVERY SESSION

Commercial proposal available upon request