

## ***James Bond***

### **Occupation**

- International Affairs Manager, Timeless Company

### **Personal Description**

- Age: 33 years old
- Work Hours: Flexible, but need to be on business trips at least twice a month
- Marital/Parental Status: Single
- Personality Traits: Sophisticated, Shrewd, Organized

### **Technology Use**

- Tech product consumer
- Spends a lot of time on his iPhone and net book

### **Role**

- Making reports to his company clients, department head, and the facilitators of the all-department meetings
- Combine information received from each meeting to make strategies for the company

### **Tasks**

- Share business information with different audiences effectively
- Absorb information from meetings that he cannot attend
- Contribute to meetings remotely

### **Goal**

- Make sure information he shares is easily accessible
- Make sure information he needs has the correct context for him to understand even if he was not present when the information was captured



- Make remote presentations with the same ease and effectiveness as in-person meetings
  
- James handles international business for Timeless, an investment company based in New York. He is 33 years old, graduated from Columbia University with a master degree in financial engineering and has worked for Timeless since graduation. Each month, he is expected to attend 1 - 2 international meetings with clients all over the world and his engagements usually last 2 weeks.
  
- In James's company, each department meets once a week and they also have meetings during which every department in the company participates. During meetings, he reports results to international clients. He often needs to present different information to his clients, his department head, and to the facilitator of the all-department meeting.
  
- When he travels, he catches up on meetings via notes from his secretary. He uses a webcam/teleconference equipment to present and contribute his ideas to all-department meeting.
  
- For James, time is money. He need to use the least amount of time to absorb the most information and also the most important part of the information. He wonders if there is a software that can sort out all the important information for him and provide an easy way to contribute his ideas when he cannot attend a meeting.

### **Scenarios**

## **Can you help me understand what is really going on in the meeting?**

Before MeetingBytes, the notes James received from his secretary were difficult to understand. His secretary would send him key meeting points and any electronic file such as slides and handouts in an email. It was very inconvenient for him to figure

out how the handouts, slides and meeting points fit together. Now that his company uses MeetingBytes, the materials he gets from secretary are much clearer. All files are consolidated in one interface including the slide, video, handouts or any additional materials that are used in meeting. Besides that, a chat-like feature is also in that interface and all the materials are presented and sorted on a timeline. Just by scrolling along the timeline, James can get a whole picture about meeting glow. Also, he notices that his secretary makes some hashtags for him so that he can easily follow related topics and jump around in a meeting file.

## **I really need to contribute my ideas in a meeting that I cannot attend, but how?**

When James uses regular teleconference equipment, only his image and voice transfer to the meeting room. When he needs to use some visuals or physical materials to present his ideas, there is no way to do it using traditional meeting software. With the help of MeetingBytes, teleconferencing is much easier. On the interface, James can easily drag and drop any images and any types of files on the “display” area and they will show up next to his image and transfer to the meeting room. Also, there are some pen tools to help James highlight some points or make some notes on the materials.