Convium

Is this meeting for me?

A meeting planner for teams that work with clients. We plan together.

SOUND FAMILIAR?

Meetings arranged in a chat

There is no calendar

Meetings live in threads and in people's heads. An hour later the message is buried far up the chat.

Hunting for the link

Five minutes before the start someone always asks: “Where's the link?”

Remembered too late

There are no reminders, so people remember the meeting once it is already under way.

Unclear whether it's for me

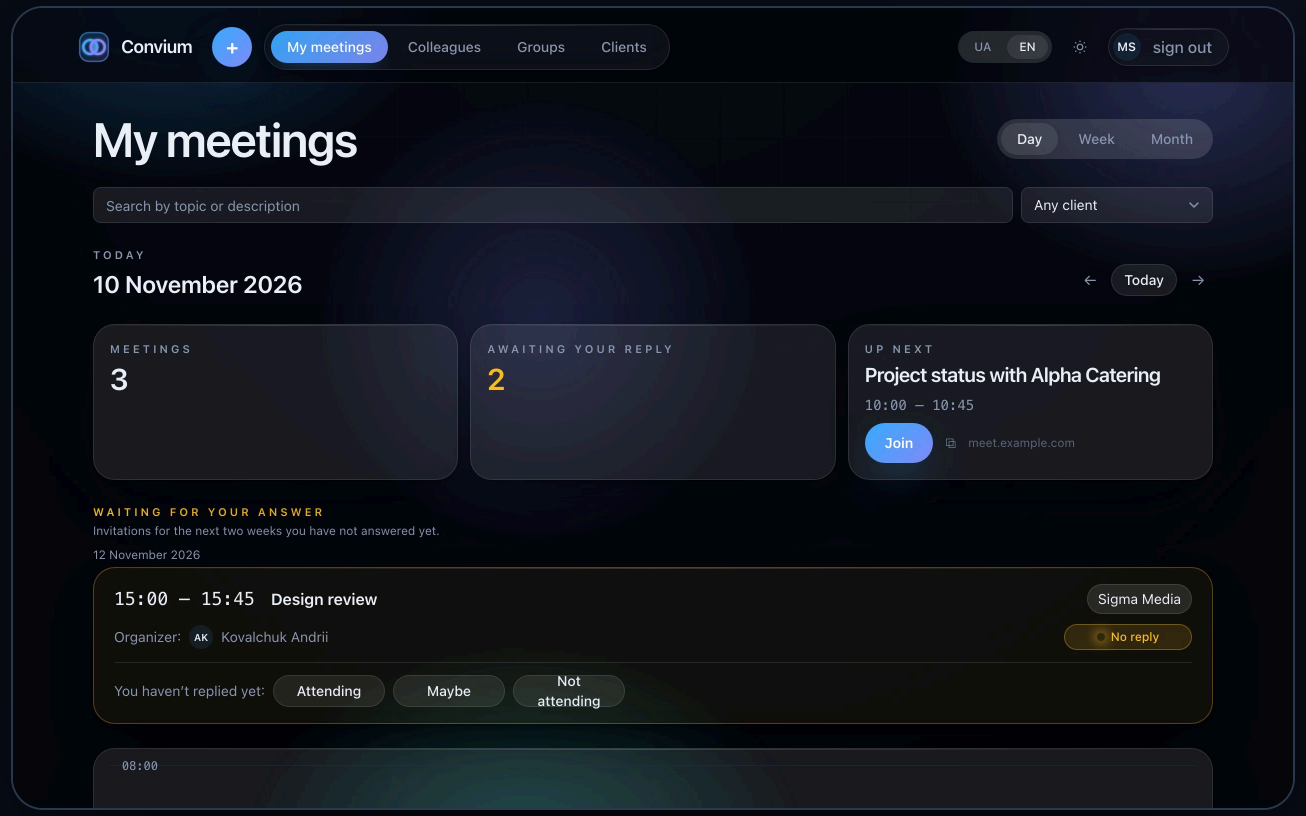
Twenty people are in the group chat and the meeting concerns three of them. Which three is anyone's guess.

This is not a lack of tools: everyone has a calendar. The team simply doesn't keep its meetings in any of them.

THE FIRST SCREEN

What I have today and whether I'm expected there

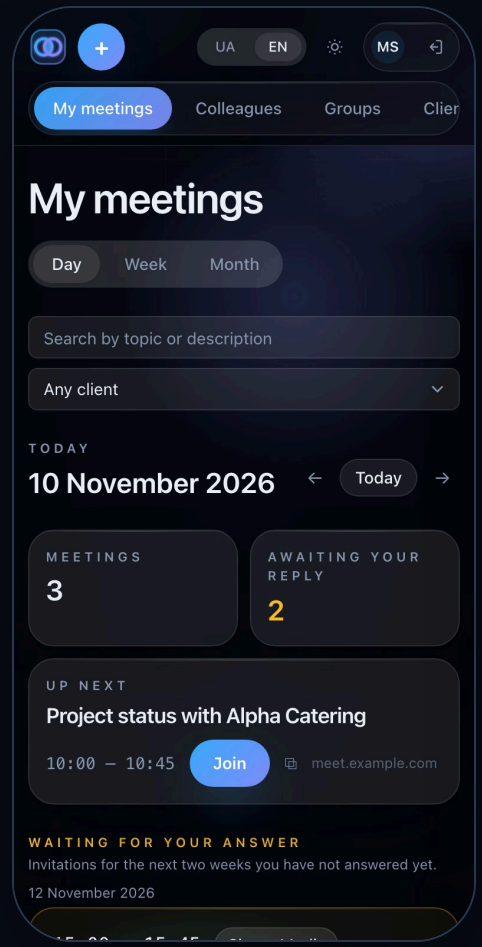
- **Today's meetings** with the status of your reply.
- **The next meeting** with a “Join” button: no hunting for the link.
- **Invitations awaiting your reply** for two weeks ahead.
- **Week and month views** when you need the wider picture.

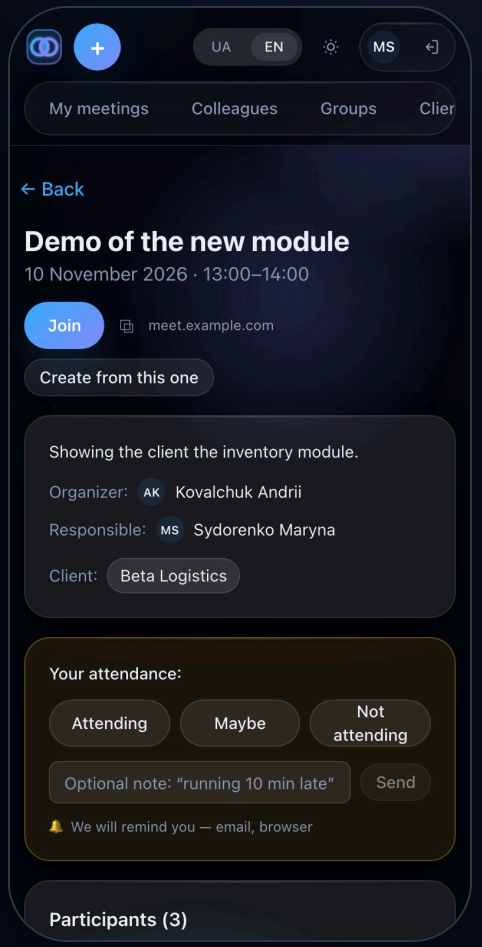


A PERSON'S DAY

Replying takes seconds

- **“Attending”, “Maybe” or “Not attending”** in the app or with a button right in the email.
- **A note with your reply:** “running 10 minutes late” in one line, no chat thread needed.
- **A recurring meeting:** you can reply to the whole series at once.
- **Runs in the browser** on a phone and a computer, nothing to install.

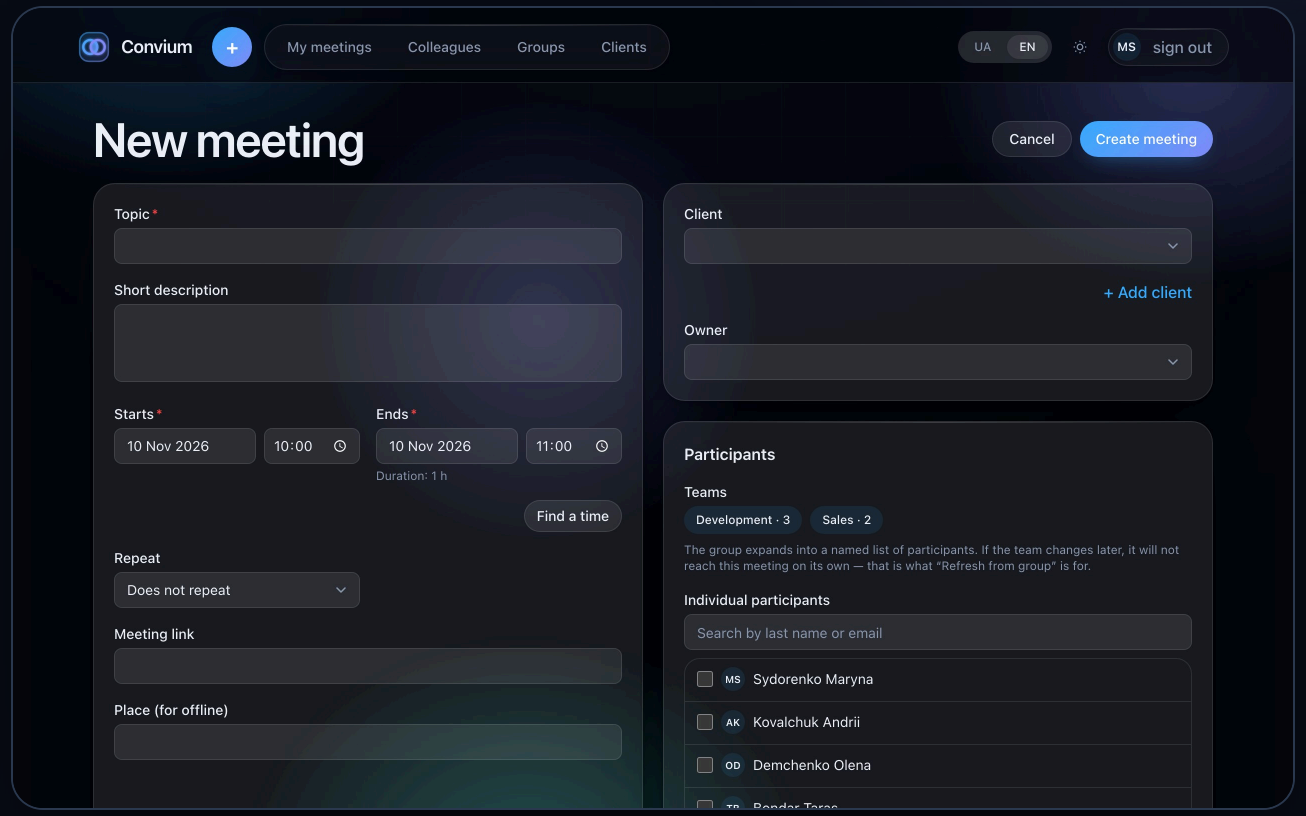




THE ORGANIZER

Anyone on the team can create a meeting

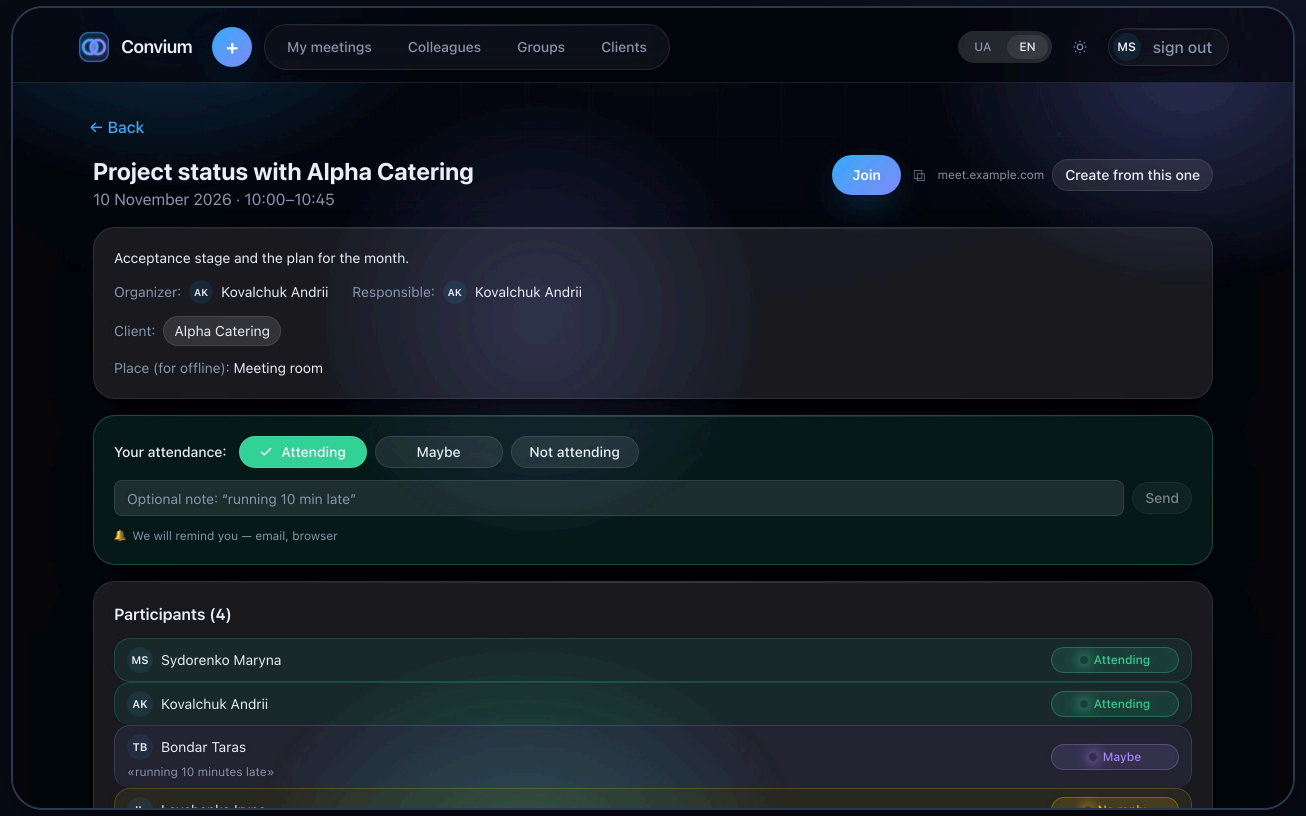
- **Topic, time and the call link** in one form.
- **Client and person responsible:** who the meeting is with and who owns it.
- **Participants one by one or as a group.** The group's member list is captured at the time of the invitation.
- **Recurrence:** daily, on workdays, weekly, every two weeks, monthly.



THE MEETING CARD

The organizer sees who is attending

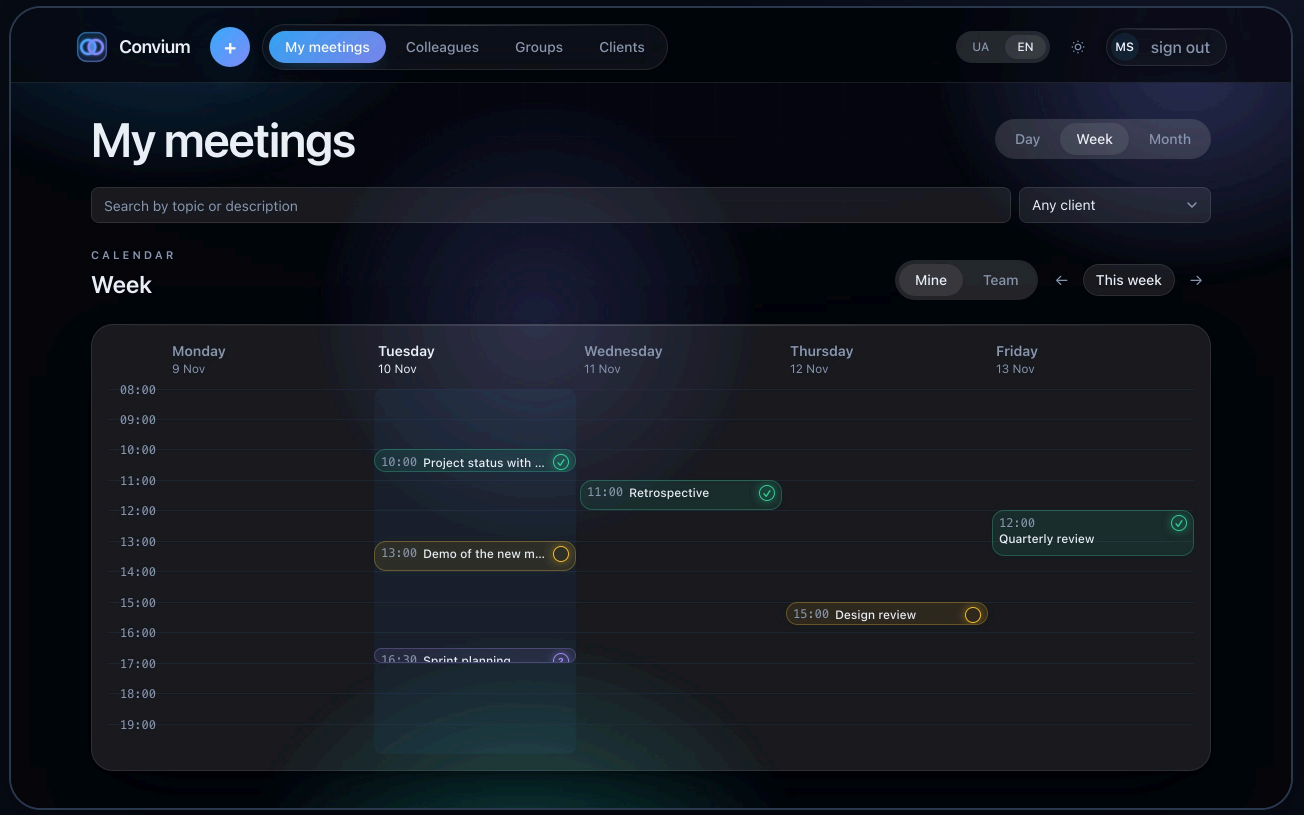
- **Participants' replies** and their notes in one place.
- **Nudge those who haven't replied** with one button.
- **Cancel or reschedule:** participants get an email.
- **A summary after the meeting:** what was discussed and decided.



THE MANAGER

The team's picture without asking in a chat

- **A manager sees their direct reports' meetings** by rule; nobody shares anything by hand.
- **Colleagues share calendars with each other** on request and can withdraw access at any time.
- **Team groups** are managed by the manager: “Development”, “Sales”.
- **Finding a time:** you can see when participants are busy.



GUESTS

Someone outside the team joins by link

1

A link to the meeting

The organizer creates a general link for a chat or a personal one for a single address.

2

The minimum before a decision

The person sees only the topic, time, organizer and number of participants, and sends a request.

3

Address confirmation

The request reaches the administrator only after the email address is confirmed.

4

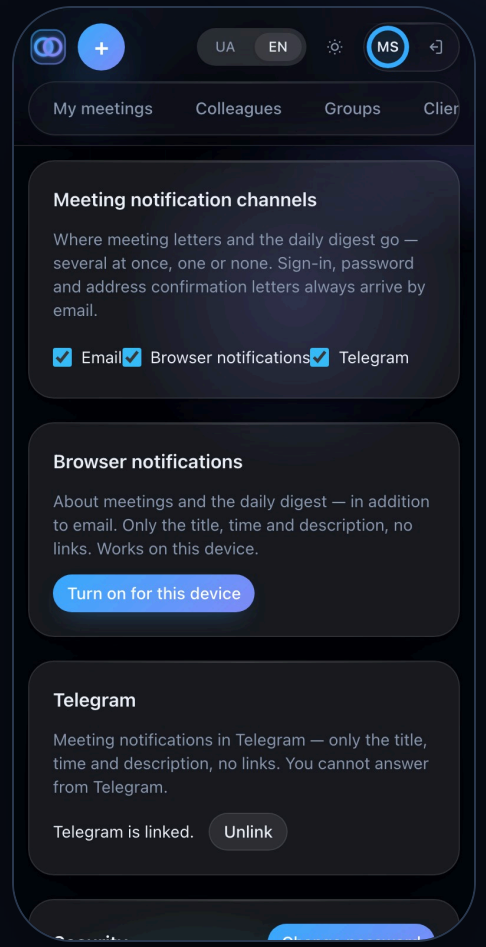
Member or guest

A member gets an account. A guest joins without an account and gets emails with reply buttons.

NOTIFICATIONS

Where the person already is

- **Email, browser notifications and Telegram.** Everyone picks their own channels.
- **A reminder before the meeting** with the link; each person sets how far in advance.
- **A daily overview** at the time the person chose: the day's meetings and what awaits a reply.
- **Browser and Telegram get the minimum:** topic, time and description, no links.



YOUR DATA

Your organization's data stays yours

Organizations are isolated from each other

The people, meetings and clients of one organization are not visible to another.

The operator screen shows no content

The service operator sees your organization's name, your first administrator's contact, how many people and meetings you have, the dates of recent activity and notification counts. Meeting topics, participants and clients are not on that screen. Direct access to the server and database is used only to administer the service.

Notifications carry the minimum

Browser and Telegram notifications carry only the topic, time and description — no links.

BOUNDARIES

What Convium is not

Not a chat app

Discussions stay where they are.

Not a video call tool

The Zoom or Meet link is kept in the card.

Not a task tracker

It doesn't track tasks, assignments or deadlines.

Not a CRM

The client in a card is a name, not a pipeline.

Not a booking tool

A guest joins one specific meeting.

Not an HR system

Reporting lines exist only for meeting visibility.

If the team already runs its meetings in Google Calendar or Outlook and that works, there's nothing to change.

GETTING STARTED

Four steps to the first meeting

1

Request

You leave a request at convium.com.ua: organization name, your name and email.

2

Organization

We create your organization and invite its first administrator.

3

People

The administrator invites people by address or shares a link for join requests.

4

Meetings

The team creates meetings, and everyone sees their own on the first screen.

convium.com.ua · hello@convium.com.ua