Fabasoft

Software Product Information

Fabasoft Boards 2026 November Release

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1 Introduction

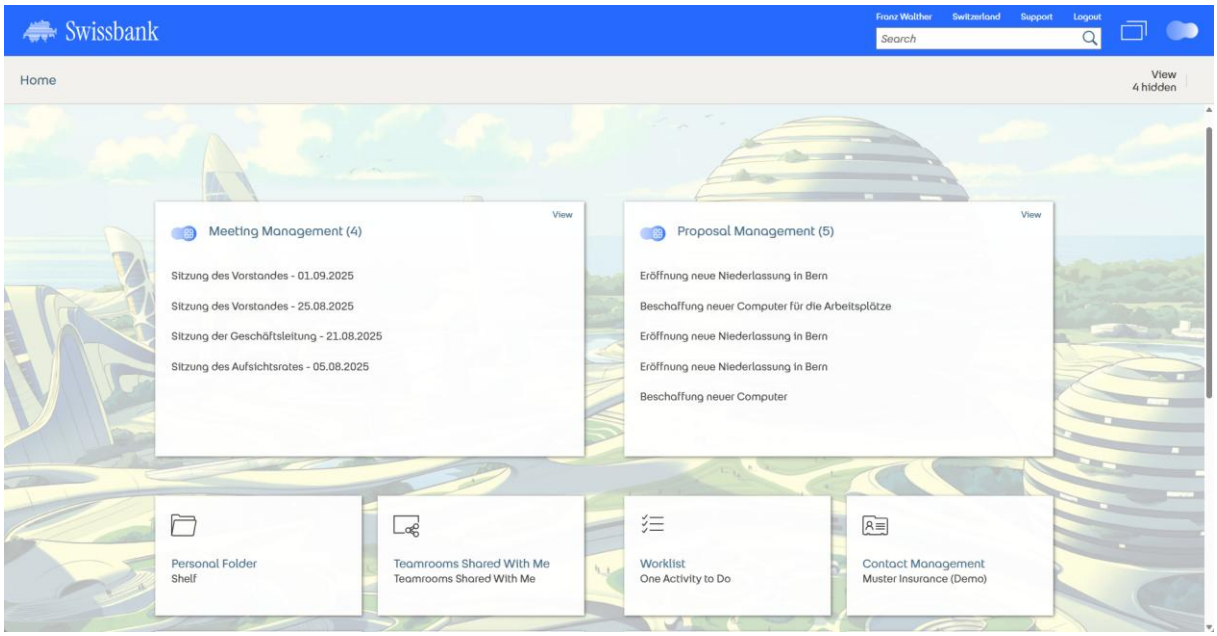
Fabasoft Boards can support you throughout the entire meeting and proposal management process in your company. It covers everything from planning annual and individual meetings, defining and preparing the items on the agenda, and submitting proposals for consultation through to holding meetings digitally as well as taking minutes and storing then in the Fabasphere in line with legal regulations.

Cloud-based and process-controlled meeting and proposal management offers numerous advantages in the daily collaboration of decision-makers in companies and organizations:

- Planning individual and recurrent meetings including calendar invitations to committee members.
- Preparing the meeting and informing the meeting participants by means of a push message including the corresponding agenda items and documents.
- Live minute taking per agenda item.
- Live voting possible in the meeting or in circulation on various end devices (PC, tablet, smartphone).
- Qualified digital signatures possible on various end devices (PC, tablet, smartphone).
- Recording tasks and decisions for each agenda item and monitoring their status.
- Dashboard showing all scheduled meetings to provide a clear overview and facilitate planning.
- Integrated proposal management for submitting proposals to the relevant committees using automated workflows that map the necessary processes.
- Drawing up legally compliant and unalterable minutes including storage in the Fabasphere.

2 Scope of Services – User Perspective

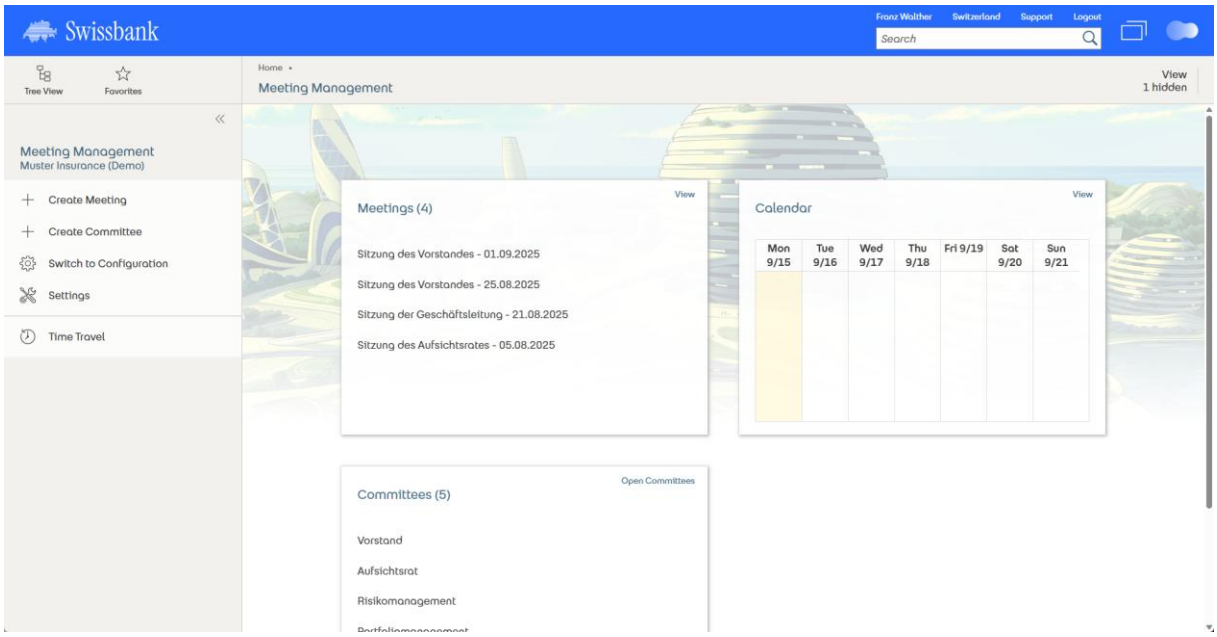
Meeting management is the basic functionality of Fabasoft Boards. In addition, you can also obtain a license for the proposal management solution.



The home dashboard provides the end user with a point of access to the system. As soon the corresponding rights are assigned to a user, the "Meeting Management" or "Proposal Management", "Worklist" and "Personal Folder" widgets appear for this user with the associated option to create team rooms for users within the company or organization. These widgets allow users to exchange documents securely and makes documents completely traceable. If a user's rights are revoked, the corresponding widgets are no longer available.

2.1 Meeting Management

When end users click on the “Meeting Management” widget, their personal meeting management dashboard appears.



Below is a list of the functions available there to end users.

Use case	Description
Meetings	The meetings function enables users to manage digital meetings in a structured way and set the agenda (agenda items).
Committees	Committees are used to sort meetings and assign them to the relevant organizations. Access management is also ensured at committee level.
Tasks	You can create tasks from the meetings and assign them to meeting participants. The tasks are displayed in the worklist.
Task creation from minutes & resolution	**AI-Function** Based on the minutes and resolutions recorded in the agenda items during the meeting, the integrated artificial intelligence automatically analyzes the content. The system identifies relevant resolutions as well as action items and directly generates specific recommendations for action or task suggestions, including assignment.

Agenda items	Agenda items are used to structure a meeting. Various settings and metadata can be defined within this object.
Businesses	For legislative committees, businesses serve as a central entity. A business bundles all related processes, documents and agenda items throughout their entire life cycle.
Calendar	The calendar provides a visual overview of when meetings are scheduled. The color of the entries indicates the meeting status. • Yellow = *In preparation* • Blue = *Preparation completed* • Green = *In progress* • Gray = *Completed*
Create meeting	You can create one-off or recurring meetings. You can define the frequency for recurring meetings as *Daily, Weekly, Monthly or Yearly*.
Prepare meeting	The meeting preparation function can be used to organize all the details of a meeting before inviting participants.
Hold meeting	In order to make a meeting as efficient as possible, the minute taker or the meeting chair can record who is present after starting the meeting, start the timer for the respective agenda items, start votes, create tasks and write the minutes directly on the agenda items.
Close meeting	Once you have finished discussing all the items on the agenda, you can close the meeting and draw up full minutes. These full minutes contain all the important meeting metadata as well as the individual minutes for the various agenda items.
Attendance Evaluation & Export Function	Precise recording of meeting attendance in hours. Committee chairs can generate a detailed attendance evaluation for the participants of their committee via a new use case in the committee menu. The report can be generated for a selected date range or period. It lists participants and meetings and can be downloaded directly as an Excel file containing total fields for each participant, facilitating further processing and payout of meeting fees.

2.2 Businesses & Motions

For legislative and complex committee processes, the "Business" entity bundles the entire life cycle of political and organizational procedures:

Use case	Description
Central Businesses Widget	Dashboard tile for a comprehensive overview of all ongoing businesses across all authorized committees.
Motion Management	Direct recording and submission of motions by committee members, including a permanent status history ("Open" / "Accepted"). Conversion of motions into formal businesses.
Comprehensive Life Cycle Tracking	A business bundles all agenda items, documents, motions, and resolutions over years. Automatic calculation of the procedural status (Submitted, Pending, Completed) and recording of comprehensive metadata (business number, lead unit/department).

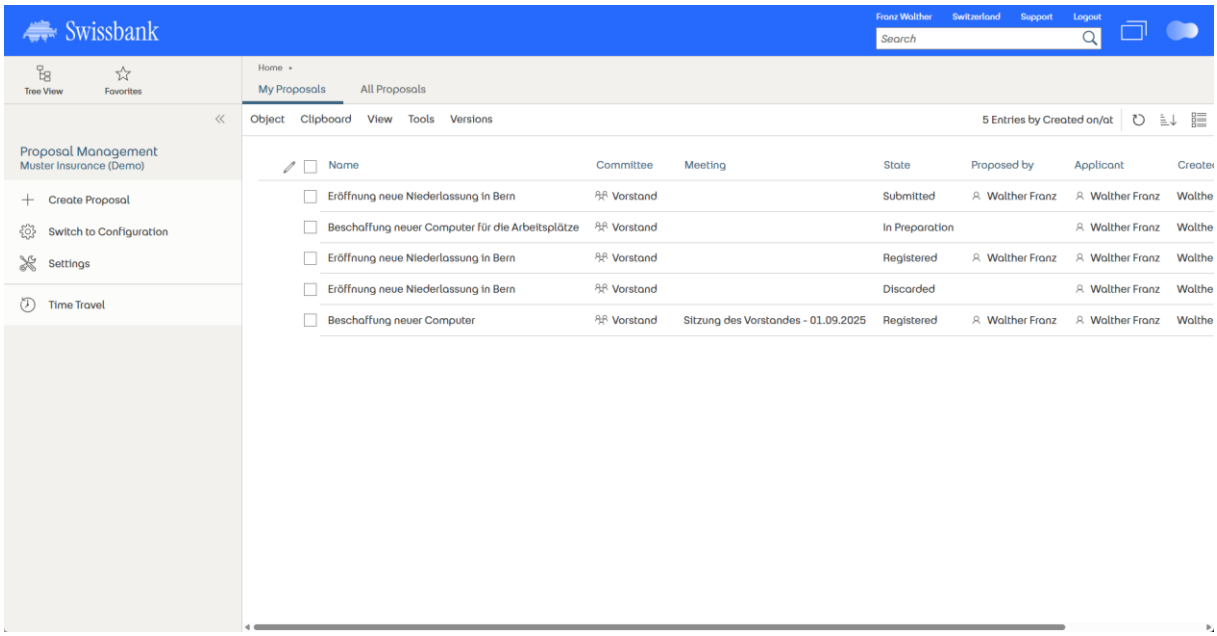
2.3 Public Authority Administration

The integrated person register enables seamless management of individuals and committee memberships, particularly for municipalities and public law entities:

Use case	Description
Central Person Register	Clear management of all contacts and persons directly on the dashboard.
Historized Memberships	Time-accurate mapping of committee members (from/to) including the history of all involved businesses and functions.
eCH-Compliant Metadata	Full support for public data standards (salutation, name, date of birth, address, contact details) with automatic synchronization.

2.4 Proposal Management

When end users click on the "Proposal Management" widget, their personal proposal management dashboard appears.



Below is a list of the functions available there to end users.

Use case	Description
Create proposal	You can create a proposal using the "Create proposal" action. When creating the proposal, you have the option of assigning it to an existing committee.
Submit/reject proposal	After creating a proposal, you can add additional documents and attachments. Once the proposal has been prepared, you can submit the proposal to be reviewed by the person responsible in the committee and, if necessary, scheduled as an agenda item at a meeting.
Register proposal	Those responsible in the committee can register motions for a planned meeting or have them decided by circular resolution.

3 Scope of Services – Administration

The following sections describe the functions available to administrators.

3.1 Meeting Management Configuration

Below is a list of the functions available to administrators in the meeting management area.

Use case	Description
Settings	You can define further configurations for meeting management using the “Settings” action.

3.2 Proposal Management Configuration

Below is a list of the functions available to administrators in the proposal management area.

Use case	Description
Settings	You can define further configurations for proposal management using the “Settings” action.

3.3 Interface Management & Integration

Use case	Description
Central Interface Management	Cross-app architecture for secure connection of external third-party systems via "FSCH Extensions".
Docugate Integration	Direct integration of the Docugate template management system for standardized document generation.
Electronic Signature	Seamless connection of Skribble & SwissSign for qualified electronic signing of meeting minutes.

4 Scope of Service – Artificial Intelligence

Fabasoft Boards offers optional AI services that enable the following use cases:

Use Case
Automated task creation from minutes & resolution: The AI analyzes agenda items, minutes, and resolutions recorded during the meeting. If the system detects a mention of persons in connection with specific action items or tasks, it automatically generates corresponding task suggestions including person assignment.
Ask questions about meetings & documents: Interactive questioning of meeting documents and document content.

Summarize & translate documents:

AI-supported preparation and translation of meeting documents.

5 Fabasphere AI Core

The Fabasoft Cloud, together with Mindbreeze AI, forms the Fabasphere AI Core. In addition to this software product information, the software product information "Fabasoft Cloud" also applies to the use of Fabasoft Boards. For AI use cases, the software product information "Mindbreeze AI" also applies (see https://www.fabasoft.com/spi).

6 Technical Information

Information about system requirements and supported platforms can be found in the "Technical Information" document (see https://www.fabasoft.com/spi).