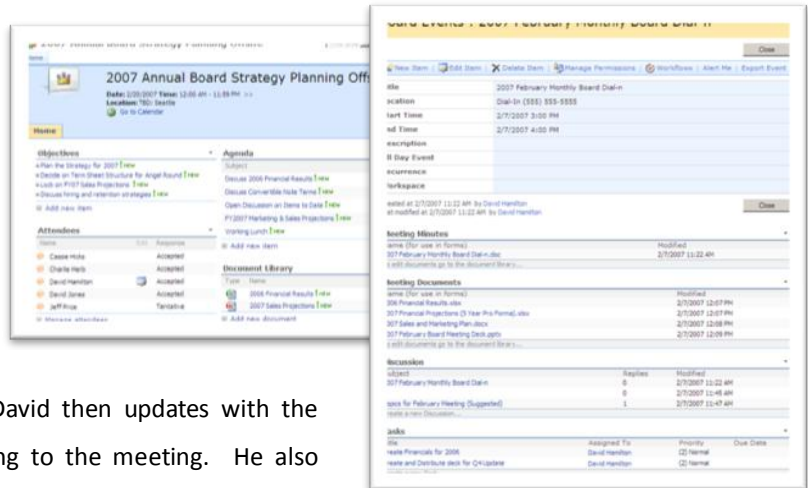




covered in the meeting. David also decides to upload documents that the board should review before the meeting, including the company's 2006 Financial Results, 2007 Financial Projections and the presentation that will be used for the dial-in meeting. Board members will now have all the information they need for the meeting on one page.

David now wants to start planning for the annual offsite meeting to be held next month. He again creates the meeting date and location information into the system, but this time selects the box that asks him if he wishes to create a meeting specific sub-site. The sub-site is created automatically, which David then updates with the objectives, agenda and documents relating to the meeting. He also enters the required attendees, which can be configured to automatically send email notifications to the board members linking them to the site and telling them about the meeting. He turns his attention to preparing for the meetings and hopes the board is happy with his company's results.



### About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

### More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:  
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:  
<http://www.microsoft.com/sharepointapps>

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