mindmeister

CASE STUDY ESEB

"With MindMeister we're able to manage meetings efficiently and can immediately assign our brainstormed tasks to the relevant team members in MeisterTask"

Latvia	5	Housing NGO	ekubirojs.lv
REGION	**EMPLOYEES**	**INDUSTRY**	**WEBSITE**

Projects are planned in meetings, editing mind map plans **in real-time**

All project documents are shared **collaboratively** via Google Drive

Upcoming and completeted tasks are shared **transparently** in MeisterTask

Creating accountability in projects with all tasks **assigned with deadlines**

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CASE STUDY NGO

The ESEB provide safe, affordable housing with MindMeister and MeisterTask

Mārtiņš Miezis is a Research Analyst at The Building and Energy Conservation Bureau (ESEB), a non-governmental organization comprised of 5 team members, based in Riga, Latvia. ESEB work to provide Latvian citizens with long lasting homes that are safer, healthier, warmer and more environmentally friendly.

To achieve this, ESEB perform research and train stakeholders, while lobbying Parliament for necessary legislative change. ESEB is a Code Administrator for the National Energy Performance Contracting (EPC) so the team have worked to produce a code of conduct which aims to increase transparency and trustworthiness of multi-family building renovation processes throughout Europe.

The Challenge

The team are dealing with complex topics and often remotely, with at least two team members working abroad at any given time. This pushed the ESEB team to look for online collaborative solutions for their work, which is when they found G Suite, MindMeister and MeisterTask.

"The biggest solution we were facing was task management between team members. We needed a tool that would display and help to manage the tasks that each employee was working on. We also needed a platform for collaboration, which would allow our team to work together even when located in different countries."

Using G Suite and MindMeister for collaborative project planning

The team use Google Drive to store all documents, making them available remotely and ideal for collaboration across their different locations. Using Google Calendars, the team plan meetings and schedules collaboratively, while using Gmail to email stakeholders and communicate internally.

Using the Google login and Google Drive integration, ESEB seamlessly integrate their documents and plans within Google Drive, with MindMeister. The team use

MindMeister for project planning, meeting planning and for designing databases and websites. The team then use the MindMeister and MeisterTask integration to turn these plans into tasks.

> "Using MindMeister and MeisterTask, all ideas are converted into actionable tasks and seen through."

Turning plans into assigned and completed tasks

"With MindMeister we're able to manage meetings more efficiently and we can immediately assign our brainstormed tasks to the relevant team members within MeisterTask, setting a due date and ensuring all ideas are converted into actionable tasks."

"Within MeisterTask we use the assigning tasks feature, due dates function, tasks focus function, watching function and the Google Drive integration to upload documents. With this we create accountability within the team and ensure all necessary information and documents are attached to the tasks, to ensure they're seen through."

As Mārtiņš explains, with the ESEB team working across various offices on complex and diverse projects, this workflow of accessing documents, emails and schedules online via G Suite, holding collaborative meetings in MindMeister and then turning their brainstormed ideas into actionable tasks within MeisterTask, has been hugely valuable to the team:

"The main benefit of the three software solutions – G Suite, MindMeister and MeisterTask – has been in enabling us to work collaboratively across our various locations, while still being able to receive feedback and remain posted on what everyone is doing. As tasks are assigned to each team member, we're able to perform tasks more efficiently without emailing internally, and ensure all tasks are completed ahead of our deadlines."