Meeting Room Analysis Report

Utilization Insights and Individual Spaces

Building A

Period:

Monday, October 02, 2023 - Tuesday, October 31, 2023

Introduction Key Information and Definitions

General	
Data source	Locatee Analytics
Data collection	People are detected by assigning an identity to measured devices. Data is collected every 5 minutes. Only working hours are considered in this report.
Data scope	Building A

Setup Metrics	
Capacity	The maximum number of people the given unit can contain.
Spaces	The total number of spaces the given unit contains. Spaces have a capacity.
Space types	The categorisation of a space. The space types of Locatee are Desk, Meeting Room, Collaboration Area and Other.
Target utilization	The optimal utilization, as defined in Locatee Analytics.

Aggregated Space Utilization	(all meeting rooms)
Average utilization (%)	The average percentage of occupied meeting rooms over a given time period.
Peak (%)	The maximum percentage of occupied meeting rooms on a given day.
Average peak (%)	The average peak in a given time period.
Absolute peak (%)	The maximum peak in a given time period.

Individual Space Utilization	(sensor-equipped meeting rooms only)
Average utilization (%)	The average percentage of time a space is occupied within a given time period.
Peak utilization (%)	The highest daily average utilization of a space observed within a given time period.
Average occupancy (%)	The average number of people occupying the space during utilization, relative to its capacity.
Average peak occupancy (%)	The daily maximum recorded occupancy of the space, relative to its capacity. The daily occupancy peaks are averaged over the given time period.

Introduction Meeting Room Setup

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives an overview of the meeting room setup in the building and provides context for the following sections. It shows the distribution of meeting rooms on a building and floor level, and displays characteristics such as sensor installations and meeting room capacities.
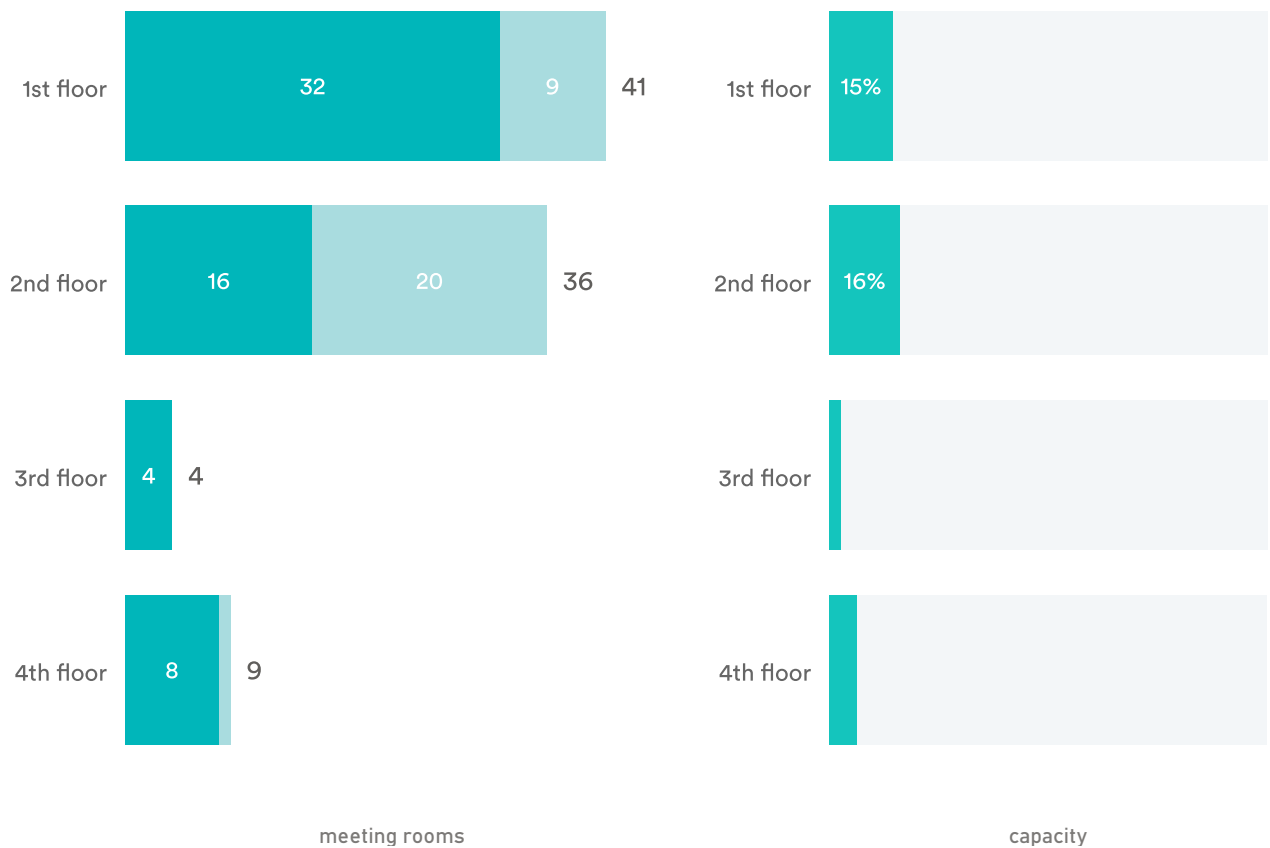
Meeting room overview

SENSOR-EQUIPPED MEETING ROOMS	AVERAGE MEETING ROOM CAPACITY	CAPACITY SHARE OF MEETING ROOMS
60 of **90**	**12.6**	**12%**

Meeting room setup by floor

● Sensor-equipped ● Wi-Fi only

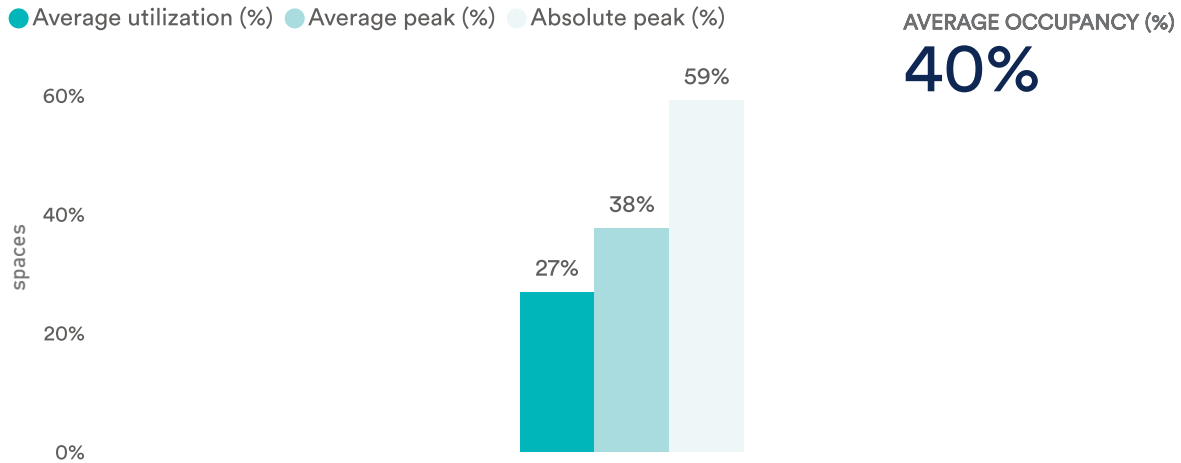● Capacity share of meeting rooms (%) ○

meeting rooms

capacity

This graph displays the number of sensor-equipped meeting rooms and the number of meeting rooms operating on Wi-Fi data only for each floor. Additional, the ratio of meeting room capacity versus the capacity of all other spaces is evaluated on a floor level.

Meeting Room Utilization Building

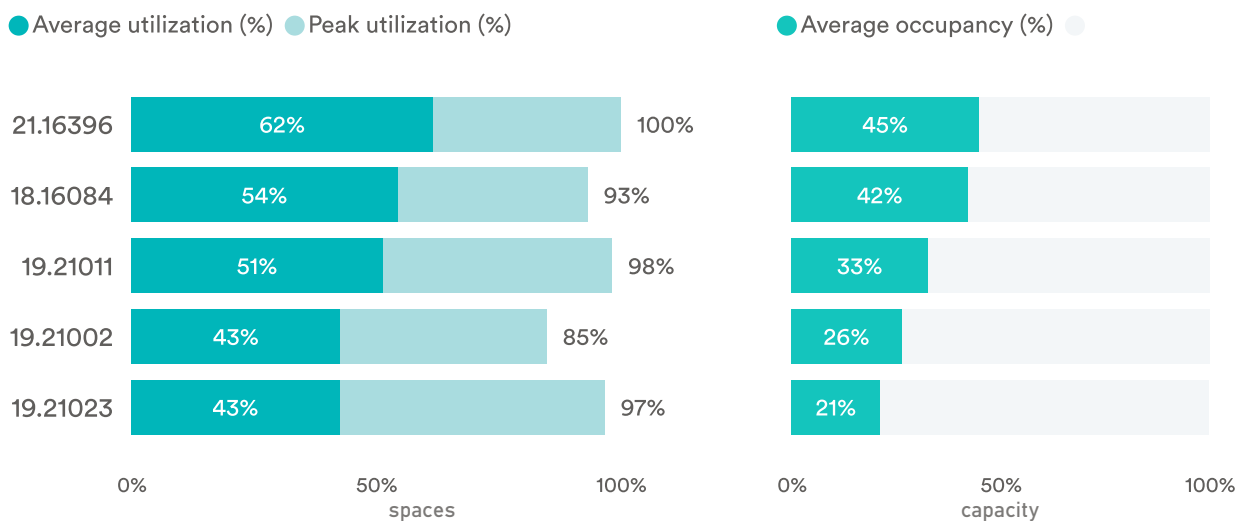**Period:** Monday, October 02, 2023 - Tuesday, October 31, 2023

This section is used to get a high-level understanding of how the meeting rooms in the building were utilized in the given time period. Additionally, the average occupancy during the utilization of meeting rooms is investigated.

Utilization and occupancy metrics

● Average utilization (%) ● Average peak (%) ● Absolute peak (%)

AVERAGE OCCUPANCY (%)
40%

This graph shows the *average utilization (%)*, the *average peak (%)* and *absolute peak (%)* of meeting rooms. These basic insights indicate whether the meeting rooms are over- or under-utilized on a building level.

Top 5 most utilized meeting rooms

● Average utilization (%) ● Peak utilization (%)   ● Average occupancy (%)

	spaces			capacity	
21.16396	62%	100%		45%	
18.16084	54%	93%		42%	
19.21011	51%	98%		33%	
19.21002	43%	85%		26%	
19.21023	43%	97%		21%	

This graph shows the *average utilization (%)* and the *peak utilization (%)* for the five most used meeting rooms. In addition, the *average occupancy (%)* of these meeting rooms during utilization is displayed. Only sensor-equipped meeting rooms are considered in this graph.
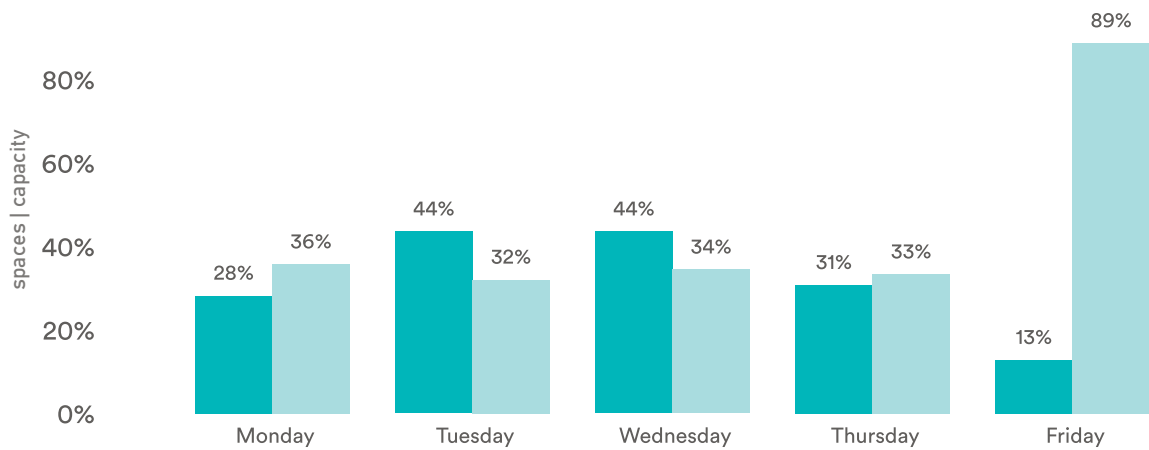
Meeting Room Utilization Building

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section analyzes the meeting room utilization on a building level by the day of the week, as well as by the capacity of the meeting rooms. This allows to identify patterns of the meeting room usage.

Utilization by day of week

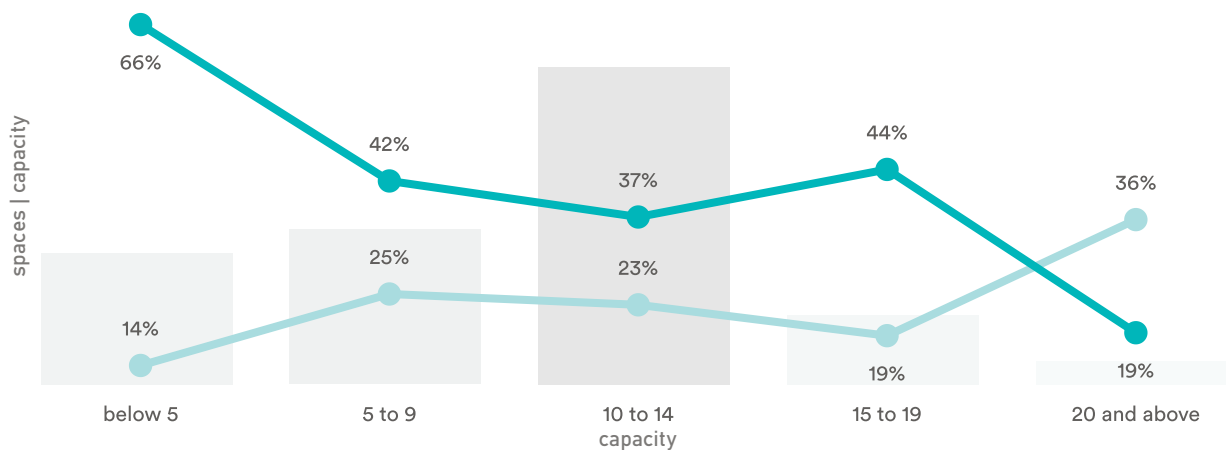● Average utilization (%) ● Average occupancy (%)

This graph shows the *average utilization (%)* alongside the *average occupancy (%)* for each day of the week. The graph allows us to identify whether specific weekdays are more popular than the others in terms of meeting room utilization.

Utilization by capacity

● Average utilization (%) ● Average occupancy (%)   number of meeting rooms 0 ▭ 41

This graph shows the trends of *average utilization (%)* and *average occupancy (%)* for a range of meeting room capacities, as well as the number of meeting rooms within these capacity buckets. The graph allows us to analyze differences in utilization by the meeting room size.
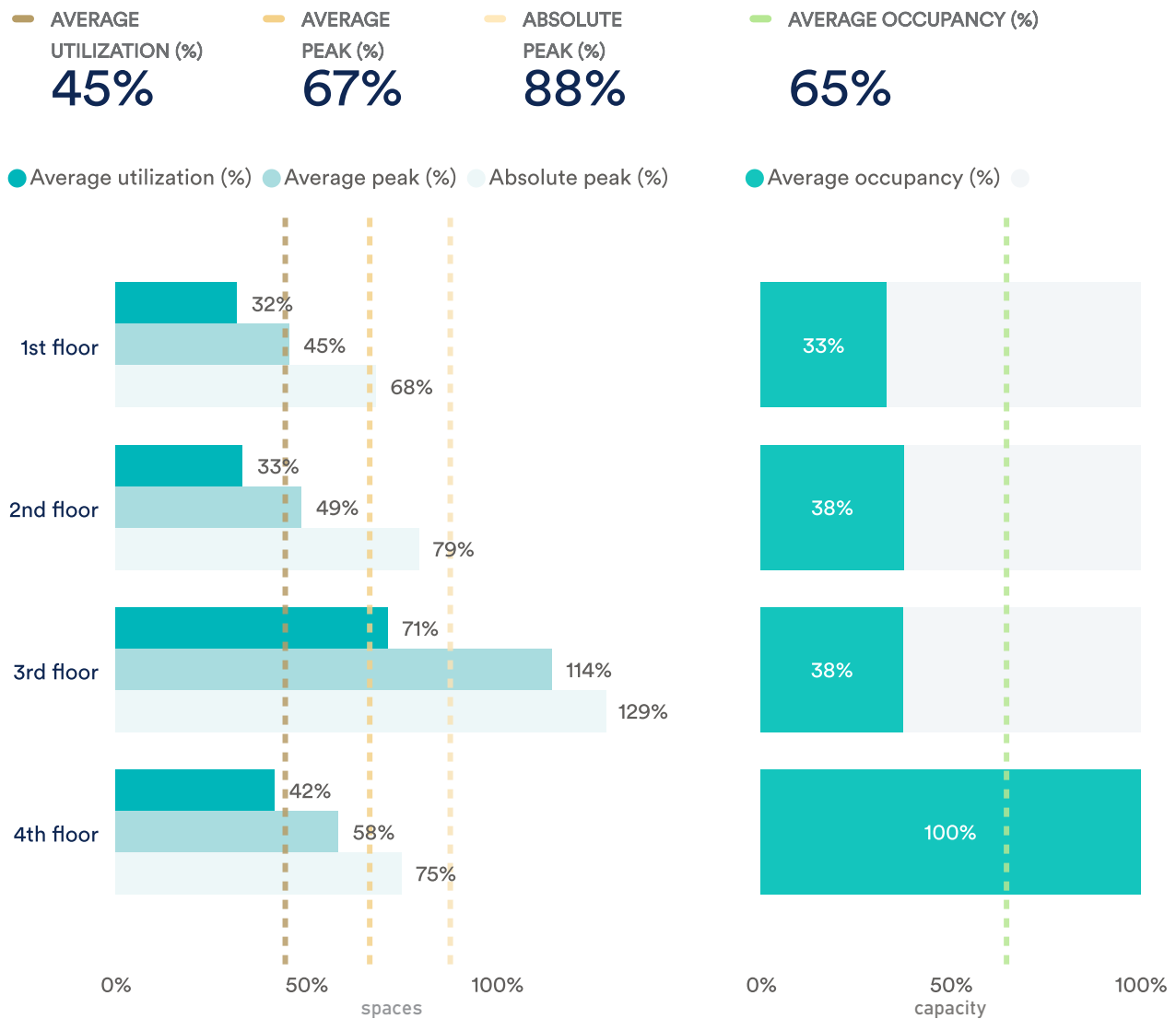
Meeting Room Utilization Floor Comparison

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives a deeper look into the utilization of floors and how they compare to each other. This can be useful to identify consolidation opportunities.

MOST MEETING ROOMS	HIGHEST AVG UTILIZATION (%)	HIGHEST AVG OCCUPANCY (%)
1st floor	3rd floor	4th floor

Utilization and occupancy metrics by floor

— AVERAGE UTILIZATION (%)	— AVERAGE PEAK (%)	— ABSOLUTE PEAK (%)	— AVERAGE OCCUPANCY (%)
45%	67%	88%	65%

● Average utilization (%) ● Average peak (%) ● Absolute peak (%) | ● Average occupancy (%) ○

1st floor: 32%, 45%, 68% | 33%
2nd floor: 33%, 49%, 79% | 38%
3rd floor: 71%, 114%, 129% | 38%
4th floor: 42%, 58%, 75% | 100%

spaces | capacity

This graph illustrates the *average utilization (%)* as well as the *average peak (%)* and *absolute peak (%)* of meeting rooms for each floor, alongside the respective *average occupancy (%)*. Floors exhibiting over or under-utilization present opportunities for meeting room optimization.

Individual Spaces 1st floor

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section provides utilization and occupancy metrics for individual meeting rooms, allowing comparisons on a space level. Only meeting rooms equipped with sensors are considered.

SENSOR-EQUIPPED MEETING ROOMS	● AVERAGE UTILIZATION (%)	● AVERAGE OCCUPANCY (%)
32 of **41**	**22%**	**34%**

Utilization metrics of sensor-equipped meeting rooms

Meeting Room	Average utilization (%) ▼	Peak utilization (%)	Average occupancy (%)	Average peak occupancy (%)	Capacity
18.16084	54%	93%	21%	57%	14
18.16083	42%	81%	23%	67%	6
18.16172	40%	75%	24%	80%	10
18.16034	38%	85%	14%	50%	14
18.16170	36%	91%	27%	68%	34
18.16088	34%	87%	26%	79%	14
18.16069	32%	78%	28%	57%	14
18.6263	31%	68%	33%	100%	8
18.16092	31%	96%	21%	60%	10
18.16064	30%	76%	25%	71%	14
18.16068	29%	87%	28%	67%	12
18.16053	28%	96%	40%	79%	14
18.16147	27%	67%	31%	75%	8
18.16044	27%	72%	16%	33%	12
18.16058	25%	71%	32%	50%	6
18.6257	25%	65%	25%	79%	14
18.16132	23%	61%	22%	90%	10
18.16054	23%	61%	26%	57%	14
18.16173	22%	56%	19%	60%	10
18.16090	21%	74%	21%	50%	14
18.16052	20%	52%	24%	75%	8
18.16129	20%	59%	20%	43%	14
18.16118	18%	56%	33%	64%	14
18.16062	17%	60%	56%	100%	3
18.16027	12%	51%	66%	64%	14
18.16066	6%	33%	39%	43%	14
18.16057	0%	0%			6
18.16065	0%	0%			6
18.16117	0%	0%			7
18.16154	0%	0%			14
18.16163	0%	0%			14
18.16167	0%	0%			14

Individual Spaces 2nd floor

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This section provides utilization and occupancy metrics for individual meeting rooms, allowing comparisons on a space level. Only meeting rooms equipped with sensors are considered.

SENSOR-EQUIPPED MEETING ROOMS	AVERAGE UTILIZATION (%)	AVERAGE OCCUPANCY (%)
16 of **36**	**28%**	**39%**

Utilization metrics of sensor-equipped meeting rooms

Meeting Room	Average utilization (%) ▼	Peak utilization (%)	Average occupancy (%)	Average peak occupancy (%)	Capacity
19.21002	43%	85%	33%	119%	16
19.20998	42%	80%	31%	83%	12
19.6929	41%	76%	31%	79%	14
19.21010	40%	84%	29%	80%	10
19.21017	39%	88%	29%	86%	14
19.6950	38%	82%	31%	86%	14
19.16299	38%	78%	29%	63%	8
19.16223	37%	80%	20%	60%	10
19.16295	29%	64%	29%	67%	6
19.7036	27%	67%	30%	86%	14
19.6978	23%	66%	45%	71%	14
19.16177	23%	72%	28%	86%	14
19.7017	22%	78%	28%	57%	14
19.16312	0%	0%			10
19.21072	0%	0%			8
19.6945	0%	0%			14

Individual Spaces 3rd floor

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This section provides utilization and occupancy metrics for individual meeting rooms, allowing comparisons on a space level. Only meeting rooms equipped with sensors are considered.

SENSOR-EQUIPPED MEETING ROOMS	AVERAGE UTILIZATION (%)	AVERAGE OCCUPANCY (%)
4 of **4**	**24%**	**38%**

Utilization metrics of sensor-equipped meeting rooms

Meeting Room	Average utilization (%) ▼	Peak utilization (%)	Average occupancy (%)	Average peak occupancy (%)	Capacity
20.16323	37%	95%	35%	83%	12
20.16327	34%	81%	29%	67%	12
20.7528	17%	48%	51%	75%	8
20.16322	8%	44%	18%	25%	12

Individual Spaces 4th floor

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This section provides utilization and occupancy metrics for individual meeting rooms, allowing comparisons on a space level. Only meeting rooms equipped with sensors are considered.

SENSOR-EQUIPPED MEETING ROOMS	━ AVERAGE UTILIZATION (%)	━ AVERAGE OCCUPANCY (%)
8 of **9**	**11%**	**138%**

Utilization metrics of sensor-equipped meeting rooms

Meeting Room	Average utilization (%) ▼	Peak utilization (%)	Average occupancy (%)	Average peak occupancy (%)	Capacity
21.16396	62%	100%	45%	180%	10
21.16428	10%	86%	140%	64%	14
21.16446	8%	53%	29%	25%	12
21.16424	7%	83%	108%	50%	6
21.16372	0%	0%			14
21.16387	0%	0%			16
21.16391	0%	0%			7
21.16392	0%	0%			14