

From Good to Great

Get the Most Out of Every Meeting



Before the Meeting



[Schedule your meetings](#) to start five minutes past the half or full hour and use a Teams Premium meeting template



Prepare for your meeting by [collaborating](#) with participants on a solid agenda



[Create an avatar](#) to use in upcoming meetings so you can always appear on camera, even if you aren't video ready

During the Meeting



[Record](#) every meeting and use [interactive Teams meeting features](#) to keep participants engaged



Use meetings tools in Teams such as [whiteboard](#) to brainstorm, foster collaboration and share content



Help your participants feel included with [live translation](#) for captions in meetings

After the Meeting



Follow up immediately and keep in touch with meeting participants, [e.g. via chat](#)



Review your meeting and evaluate participation with a [speaker coach report](#)



Leverage AI in [Teams Premium](#) to see personalized meeting highlights and key next steps