

## Meetings for Teams: 1 Hour Briefing

**Objective:** To provide a comprehensive overview of Microsoft Teams Meeting functionality, its benefits, and best practices for deploying Teams Meetings and Teams Rooms effectively within your organisation.

### Required Attendees:

- **Project Sponsor responsible for the meetings and meeting room strategy**
- **Enterprise Architect(s)**
- **A/V Engineer(s)**
- **Facilities Representatives**
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### Agenda:

1. **Welcome and Introductions** (5 minutes)
2. **Understanding Your Current Meeting Solution** (15 minutes)
  - a. Provide insight into your current meeting and meeting room solution, strategy for communications and any high-priority challenges you are currently facing.
3. **Exploring Teams Meeting and Teams Room Functionality** (15 minutes)
  - a. Provide an overview of the out-of-the-box features within Teams Meetings
  - b. Understand how you can extend Teams Meetings to the Meeting Room to support Hybrid Working.
4. **Case Studies: Successful Teams Room Deployment** (15 minutes)
  - a. Present real-life customer success stories after deploying Teams Rooms.
  - b. Highlight key factors that led to successful migration and adoption
  - c. Share lessons learned and best practices from these cases
5. **Q&A** (5 minutes)
6. **Recap and Next Steps** (5 minutes)