Meetings Workshop Art of the Possible

Workshop	Description	Outcome	Customer attendees	Time	Scheduled time, room
Art of the Possible Kick Off	This session covers what each upcoming session will entail and sets expectations with the customer for delivery and agreed upon outcomes.	To level set expectations for the workshop and set clear objectives.	All project team	15 minutes	<Time>, <Room>
Meetings	This is the overall value proposition for Teams meetings and sets the stage for the immersive demo and discovery in the follow-up workshop.	Align Microsoft vision and direction for Teams meetings and capabilities to enable users to become more productive.	All project Team	45 minutes	<Time>, <Room>
Meeting Rooms and Devices	This session is the value proposition for Teams meetings Devices and Rooms to set the stage for the Art of the possible and the discovery in the follow-up workshop session.	Align to the Microsoft vision for meeting rooms, spaces and user devices to enable optimal meeting experiences.	All project Team	45 minutes	<Time>, <Room>
Immersive Meetings Experience	This session is intended to give the customer stakeholders a true hands-on experience with Teams meetings and to see the Teams meeting vision.	Deliver a hands-on immersive experience with Microsoft Teams meetings across the PC, mobile, meeting room and live events to show case the capabilities of Teams meetings and spark the conversation for different use cases.	All project Team	150 minutes	<Time>, <Room>
Wrap up				**15 minutes**	

Meetings Planning Workshop Agenda, Day 1

Workshop	Description	Outcome	Customer attendees	Time	Scheduled time, room
Planning Workshop Kick Off	This session covers what each upcoming session will entail and sets expectations with the customer for delivery and agreed upon outcomes.	To level set expectations for the workshop and set clear objectives.	All project team	30 minutes	<Time>, <Room>
Use Case and Scenario Discovery	Fundamental discovery exercise for partners/field and customers to identify the Use Cases and Scenarios that will enable a customer to accelerate their implementation and adoption of Microsoft Teams Meetings.	To formalize use cases and scenarios with priorities for the organization.	All project Team	120 minutes	<Time>, <Room>
Lunch				**60 minutes**	
Use Case and Scenario Discovery	Fundamental discovery exercise for partners/field and customers to identify the Use Cases and Scenarios that will enable a customer to accelerate their implementation and adoption of Microsoft Teams Meetings.	To formalize use cases and scenarios with priorities for the organization.	All project Team	60 minutes	<Time>, <Room>
Meeting Room and Device Strategy	This session is based on a review of the existing portfolio and pair it with the use case scenarios to develop a strategy for all forms of devices to support users in the customer.	Identify the device and space requirements from use case scenarios along with the different user types and the types of devices they will require.	Project lead, Collaboration Lead/ Architect, Service Owner, Change Management Lead	120 minutes	<Time>, <Room>
Wrap up for Day 1				**15 minutes**	

Meetings Planning Workshop Agenda, Day 2

Workshop	Description	Outcome	Customer attendees	Time	Scheduled time, room
Day 1 Review	Review Day 1 and any open items and set the stage for day 2 and the technical sessions that will follow.	Overview of discussions from previous day along with a quick level set for the day.	All project Team	30 Min	<Time>, <Room>
Cloud Video Interop	This session is for customers that are requiring the support for third party video conferencing systems into their Teams meetings strategy.	Review of the need and function that Cloud Video interop provides.	Project lead, Collaboration Lead/ Architect, Service Owner, Change Management Lead	60 Min	<Time>, <Room>
Network Readiness Review	Review of the new network improvements and architecture allowing partners and customers know what the requirements are for high quality meetings and discovery of existing infrastructure.	Understand how the customer is using meetings and wants to improve existing experiences.	Project lead, Collaboration Lead/ Architect, Service Owner, Change Management Lead, Network team	60 minutes	<Time>, <Room>
Lunch				60 minutes	
Environmental and Site Analysis	This exercise will assess all elements of the environment, including but not limited to AD, Exchange, Teams, SharePoint, Devices, and Security.	To validate information gathered in the pre-questionnaire in addition to having a deep discussion around potential blockers.	All project Team	60 minutes	<Time>, <Room>
Timeline and Next Steps	Overview of the next steps and the timeline for going migitation and removal of any network related blocker	Outline of reponsibilities and timelines		30 minutes	<Time>, <Room>
Project CleanUp	Review any open items or elements that needed to be closed before wrapping up and developing the Findings Report			30 minutes	<Time>, <Room>