Running Effective Teams Meetings

Daryl Hunter – Tech Strategy, Modern Work HQ

Who is this Daryl Hunter guy anyway?

Hi – I'm Daryl. You can call me DW. I've been routing packets, troubleshooting communications protocols, & breaking telephony systems as long as I can remember. In my technical strategy role at Microsoft this year I am engaging our internal technical skilling, influencing our device lifecycle strategy, and being a general competitive SME for all things Microsoft Teams Meetings & Phone.

Although this is a slightly older picture, I have been married to Jenny for 20 years, we have four kiddos in four schools and yes, life is a zoo. We also have a dog – Ivy – she's a 3 year old Bernedoodle and unlike most really smart doodles, ours is full of dumbness.

I enjoy all things bourbon – it's a fascinating story for my home state of Kentucky. I also play competitive Chess - you can find me as "darylhunter" on chess.com if you feel up to it.

Note: if you combine bourbon + chess, you've just made my day ☺

Our Agenda - Running Effective Meetings

Mindful Teamwork

- What does your **team need** to reach an outcome?
- Set ground rules for **asynchronous** and **synchronous** collaboration

Effective Meetings (Meetings Lifecycle)

- **Before** the meeting
- **During** the meeting
- **After** the meeting

Curb Meeting Fatigue

- **Reduce** need for **multiple** meetings
- Adopt **no-meeting** Day
- **Clean up** your calendar
- Embrace **Focus Time**
- Take Teams Meeting **on the run**
- Use **Scheduling Assistant**

Mindful teamwork

Remote Work

Benefits

Reduce travel · Work / Life · Productivity

Office costs · Global talent · Speed

Challenges

Inclusion · Corporate culture · Talent development
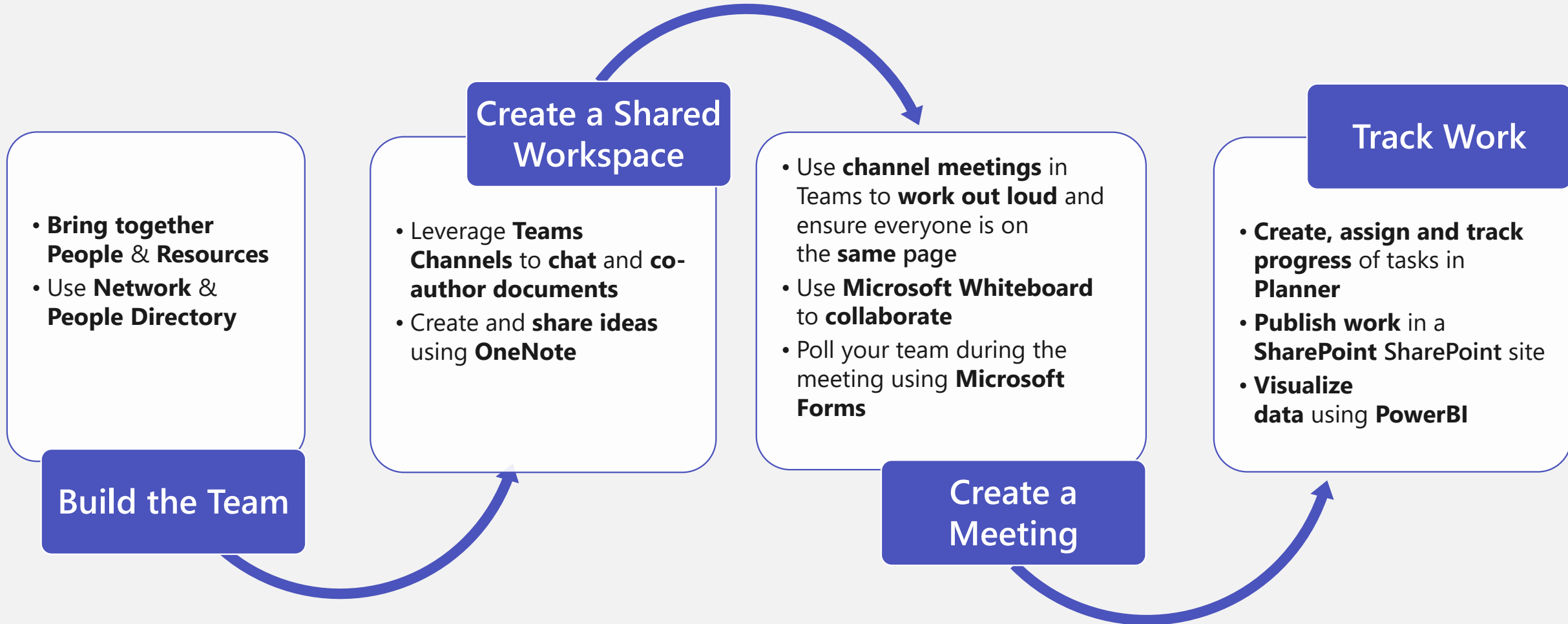
Home office? · Employee wellness · Networking

The Future is Hybrid

What does your team need to reach an outcome?

Build the Team

- **Bring together People** & **Resources**
- Use **Network** & **People Directory**

Create a Shared Workspace

- Leverage **Teams Channels** to **chat** and **co-author documents**
- Create and **share ideas** using **OneNote**

Create a Meeting

- Use **channel meetings** in Teams to **work out loud** and ensure everyone is on the **same** page
- Use **Microsoft Whiteboard** to **collaborate**
- Poll your team during the meeting using **Microsoft Forms**

Track Work

- **Create, assign and track progress** of tasks in **Planner**
- **Publish work** in a **SharePoint** SharePoint site
- **Visualize data** using **PowerBI**

Balance synchronous and asynchronous collaboration

Asynchronous	Synchronous
Float ideas, ask questions and **tag relevant teammates** in conversations in Teams **channels**	**When** is a meeting necessary?
Allow people to **view** and **respond** in their own time	Consider **schedules**, **personal needs** and **time zones**
Avoid the temptation of scheduling a "quick sync" meeting	Dedicate 25% of meeting duration to **preparing** for it
	Make meetings **impactful** to deliver news, create connection
	Encourage teammates to update a **Planner** board to avoid status review meetings

Effective meetings
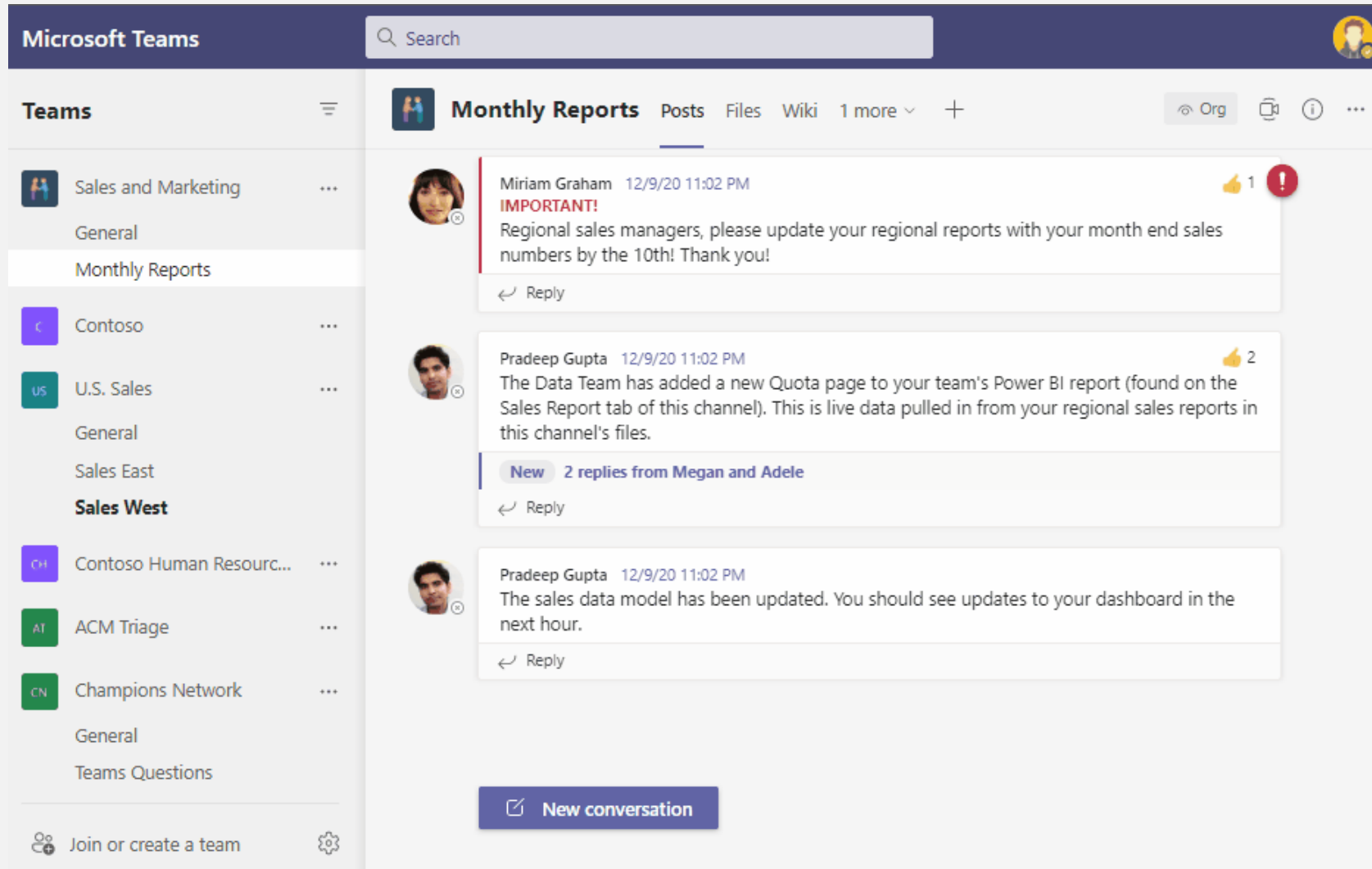
Before

Steps to take BEFORE the meeting

Could you use channel conversation instead?

Recover time in your day by shortening meetings

- Use Outlook to set your meetings to start or end early
- Gives you time to recharge

Top Tip

Make sure to schedule the delay at the beginning of the meeting to avoid running over at the end
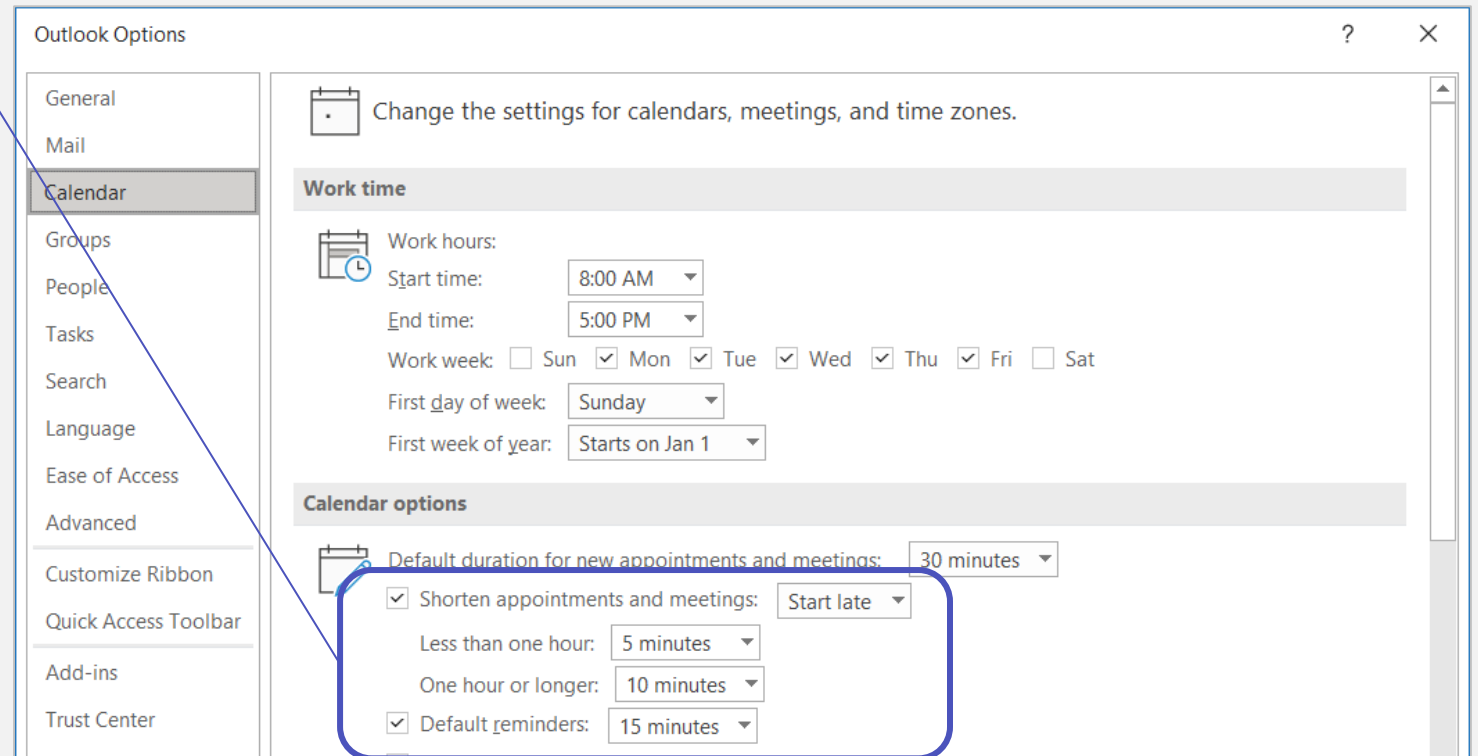
Think through how attendees will interact with each other

Meeting Options

Enable/Disable Mic

Reactions

May 14, 2021, 4:00 PM - 4:30 PM

GCC Administrator

Meeting options

Who can bypass the lobby?	People in my organization and gu...
Always let callers bypass the lobby	No
Announce when callers join or leave	Yes
Who can present?	Everyone
Allow mic for attendees?	Yes
Allow reactions	Yes

Save

Whiteboard

Polls/Quiz

Chat

Enable/Disable Camera

Breakout Rooms

Emoticons

Hand Raise

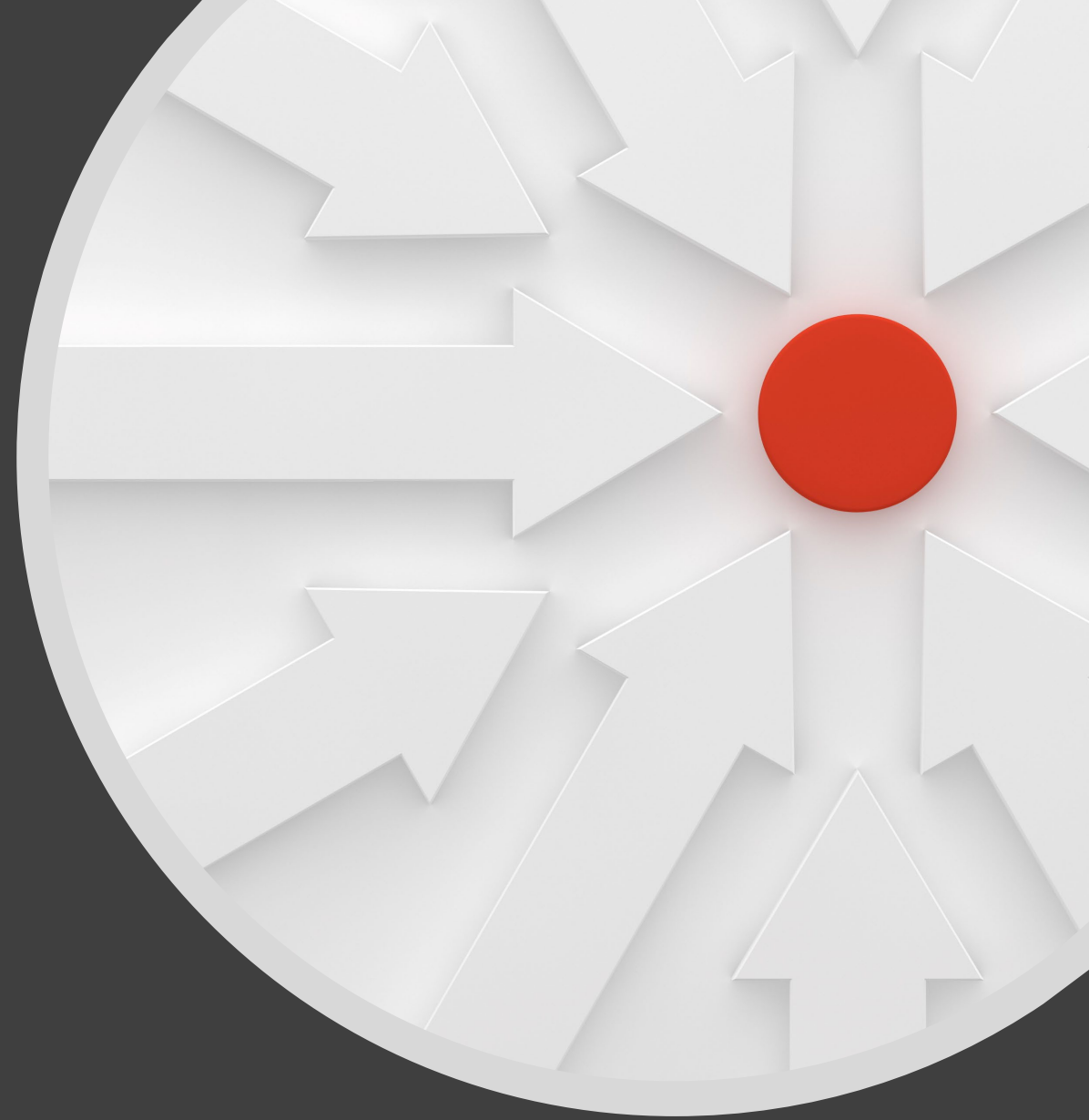# During

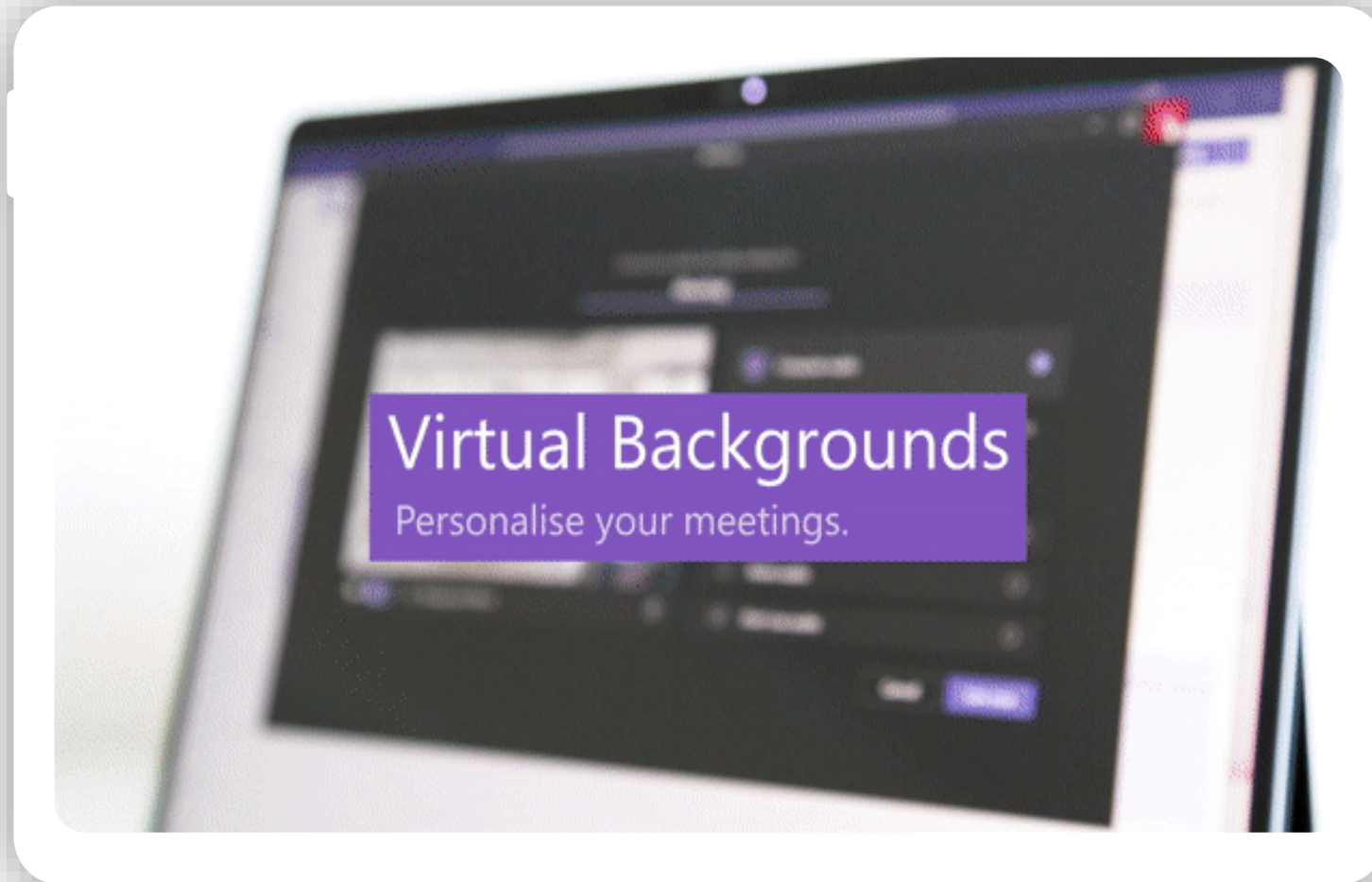How to maximize engagement DURING the meeting

Maintain Focus

❖Keep participants focused on the presenter and content

❖Remove distractions from your background and environment

Virtual backgrounds

Personalize the way you Meet, choose or blur your background

Together mode & dynamic view

· **Feel together,** even when you're apart

· Have more control over how you see content and meeting participants

· Instead of focusing on the disconnect, emphasize the **opportunity for connection** in the virtual domain

· Engage **personally** with your attendees, try to capture that feeling of *two minutes before and two minutes after*

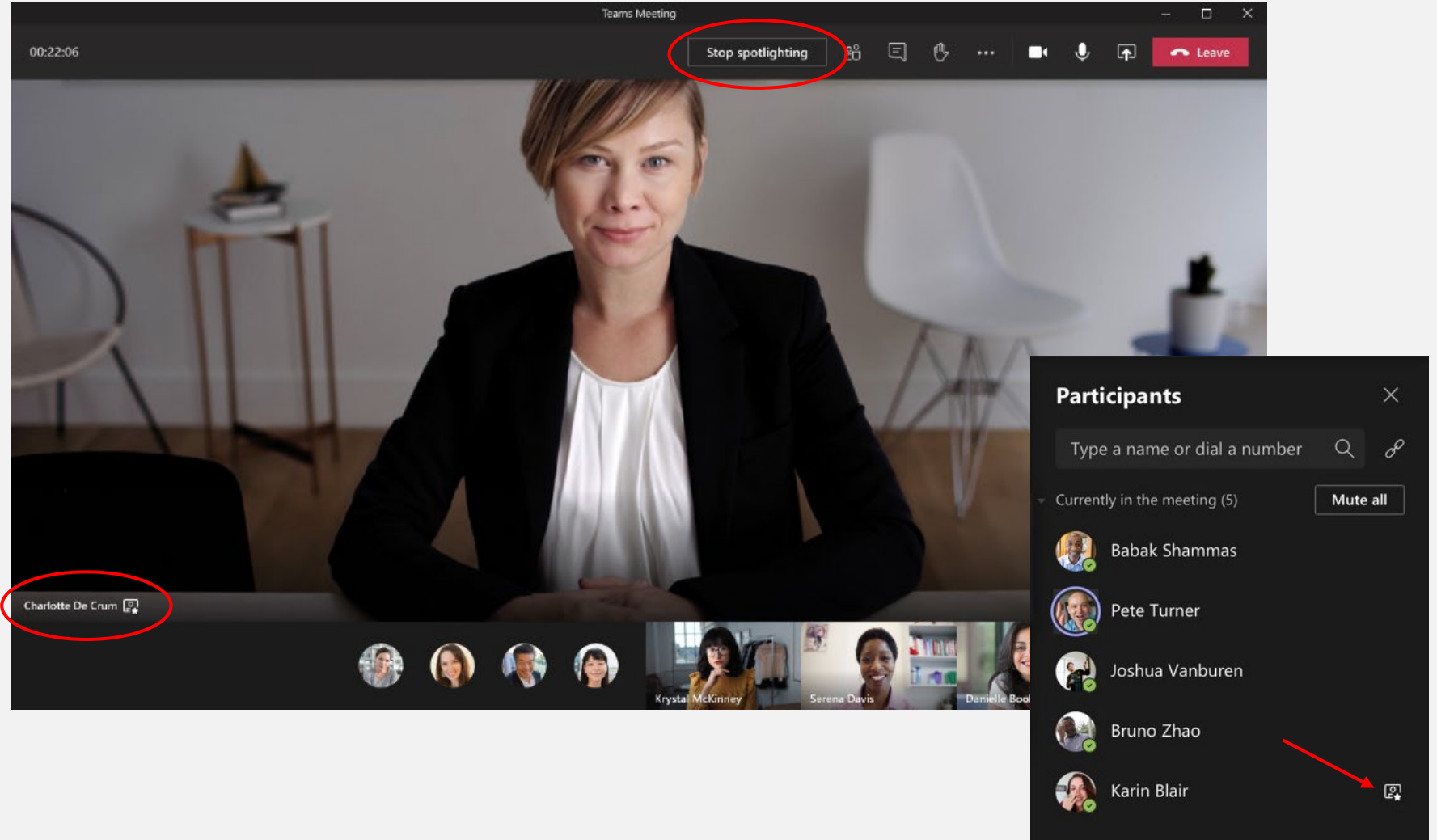**Together mode brings everyone together in a shared virtual setting**

Dynamic view optimizes and maximizes shared content and video participants

Use spotlight to focus on speaker

- **Lock the speaker video** feed for all attendees by using **Spotlight** feature

Accessibility & focus

- In the event of network issues, **live captions** help participants catch up and stay connected

- Transcription is an easy step that drastically **improves accessibility** of the presentation

- Navigate to the Windows notification center to **enable Focus mode** – remove distractions and stay in the flow
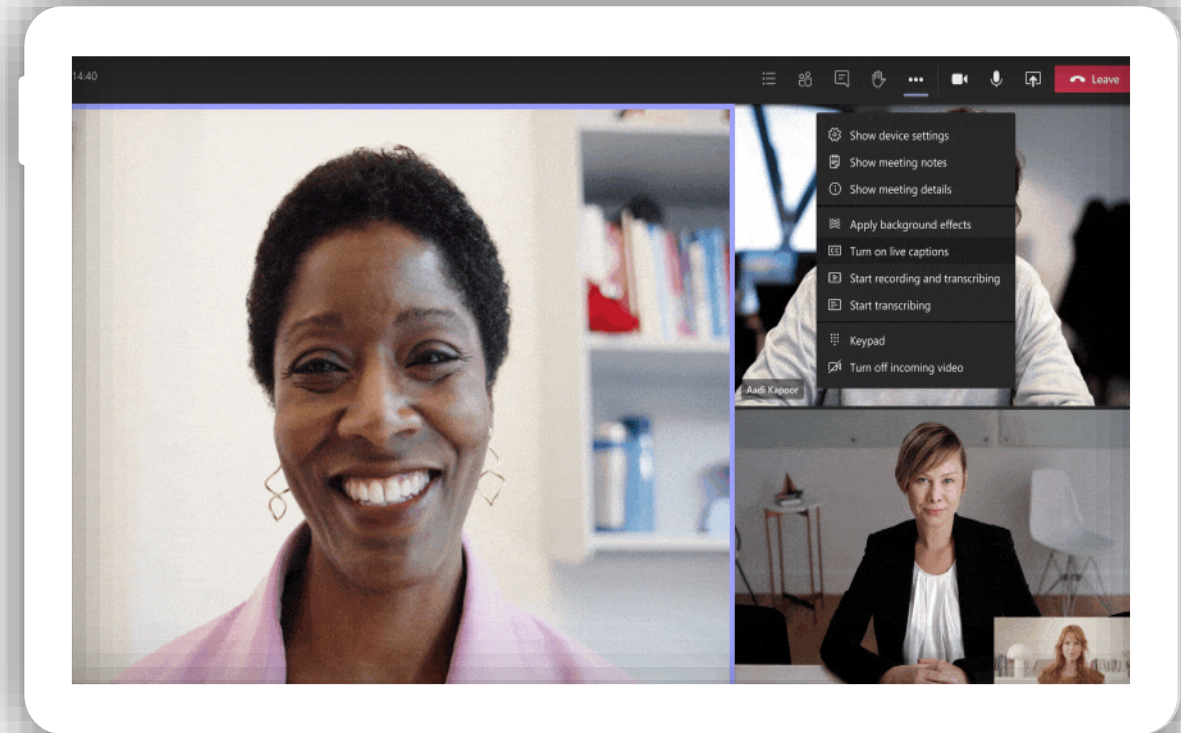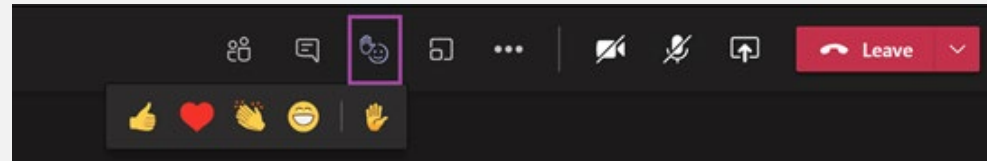

Follow along with what is said and who is saying it with live captions
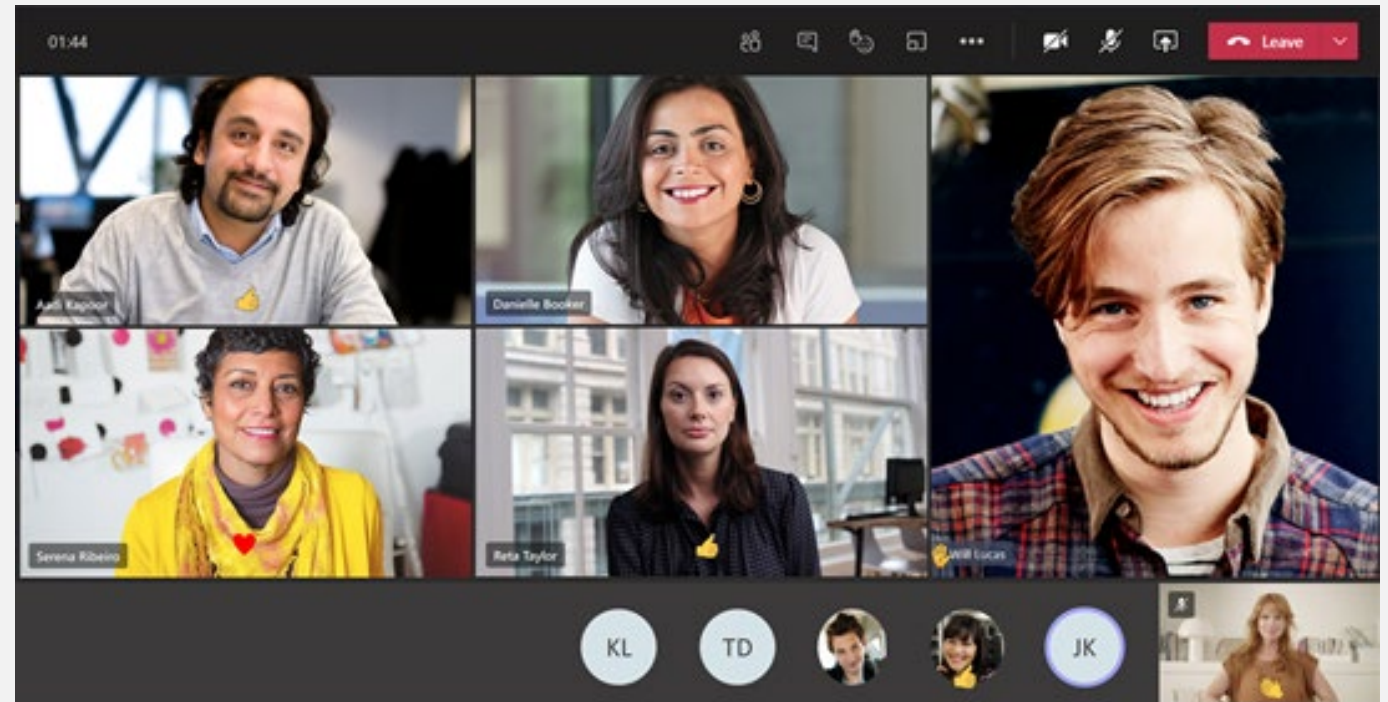
Sharing feedback during a meeting

Raise Hand to get **attention** and not interrupt presenter

Click reactions to **share agreement, encouragement, praise** and **laughter**
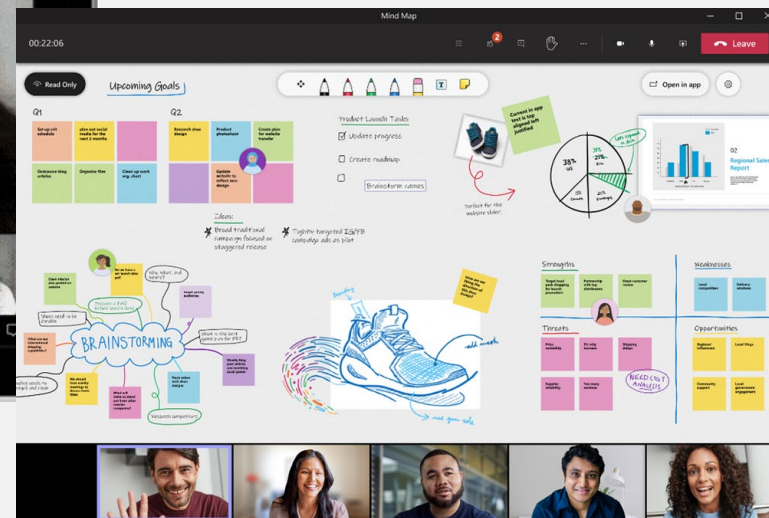

Note: Use may be limited due to industry compliance reasons

Whiteboard

- Live the **in-person experience** by collaborating in real time on digital canvases.

- Quickly and efficiently convey ideas

Breakout rooms: expand opportunities for collaboration

- Opportunity for smaller and **focused teamwork**

- Smaller teams encourage greater engagement – **turn on videos and contribute to conversation**

- Assign automatically to randomize teams and encourage **diverse groups**

- **Bring great ideas to the forefront** of big meetings with a chance for everyone to be heard
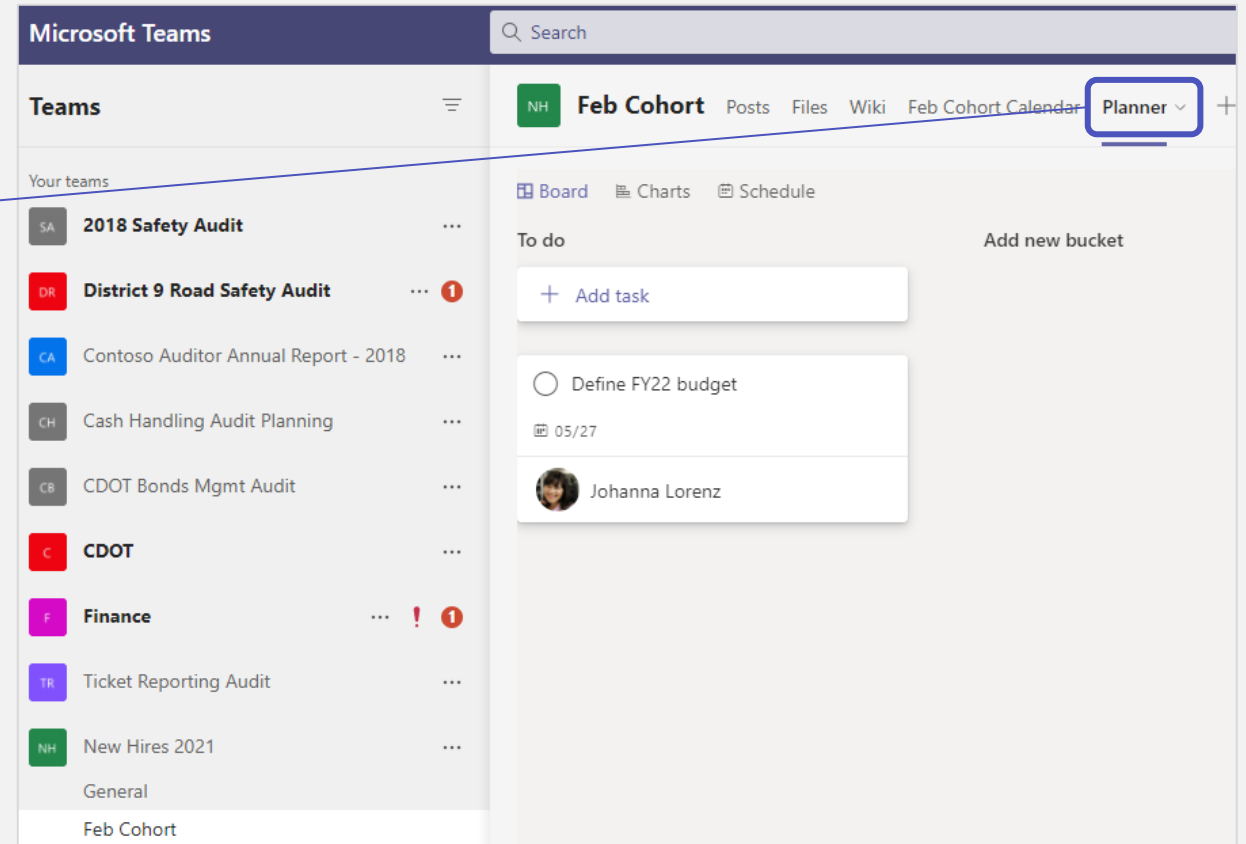

Organizer view

Participant view

After

How can you follow up AFTER the meeting?

Follow through on action items

The meeting doesn't end when the meeting finishes

- Use Planner to assign and manage tasks

- Pin Planner tab to your Teams Channel

Share notes and recording

- Record the meeting – post it in Stream

- Include Stream app in Teams Channel for each access

- Link a OneNote to the meeting to capture notes for catch up and review

- Extend meeting through the chat
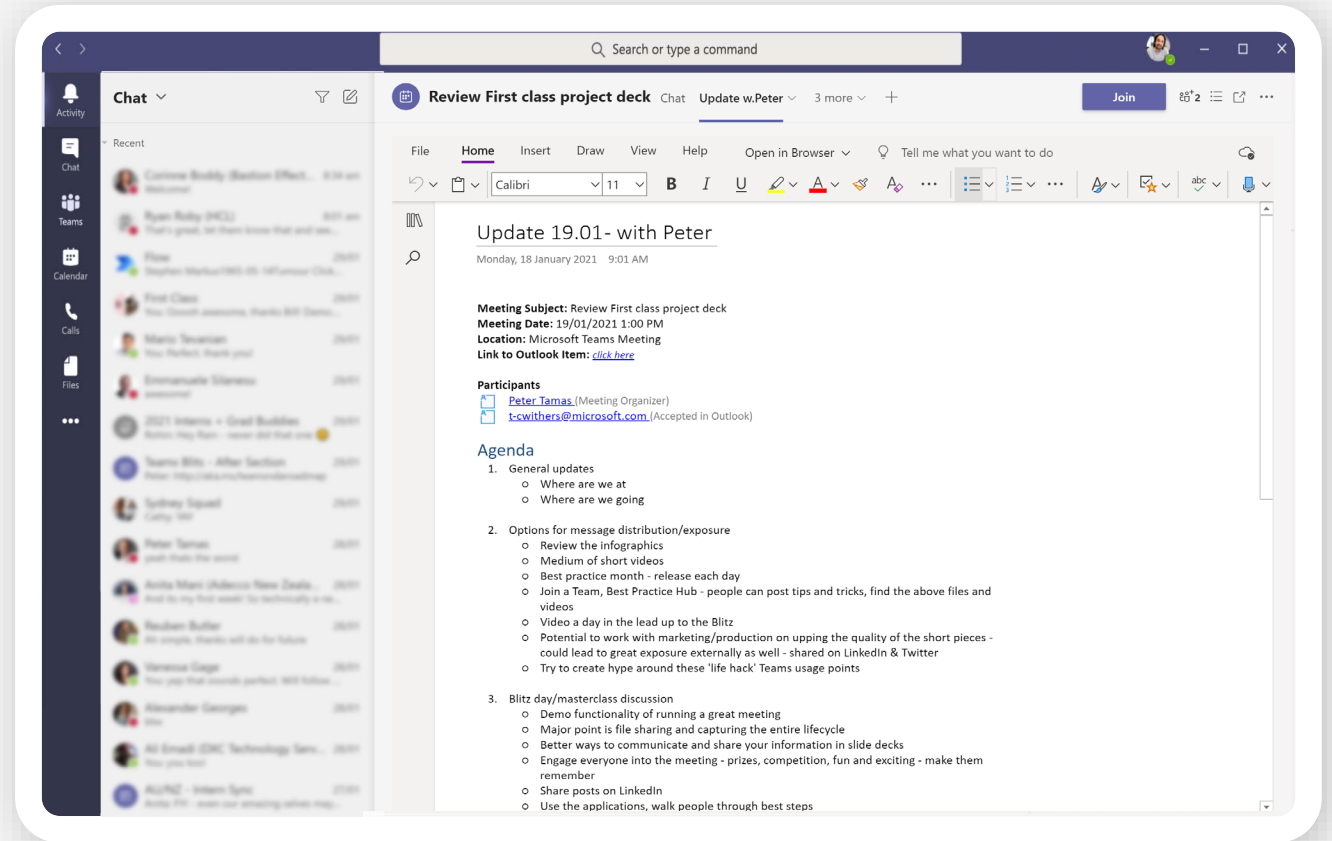
Ideas for reducing meeting fatigue

Institute a no-meeting day

- Agree as a team or department on the day

- Keep high priority meetings

- Determine if need the meeting instead of moving to another day

- Move workstreams to Teams Channel, 1:1 or Group Chat

Reduce need for multiple meetings

- **Work out loud** providing feedback, adding ideas and sharing knowledge (from last week)

- Create **separate** Teams Channels for your team's workstreams

- **Move** "Top of Mind" weekly or daily meetings to a Teams Channel or Group Chat

- **Move** daily standup or status into a Teams Channel conversation

- **Pin** needed documents, SharePoint sites, apps, reports into a Teams Channel

Use focus time

- Block time on your calendar to for Focus Time

- Do not accept meetings that book over Focus Time

- Turn on Outlook **Delayed Messages** to only email people during work hours

- Turn off Teams notifications during Focus Time
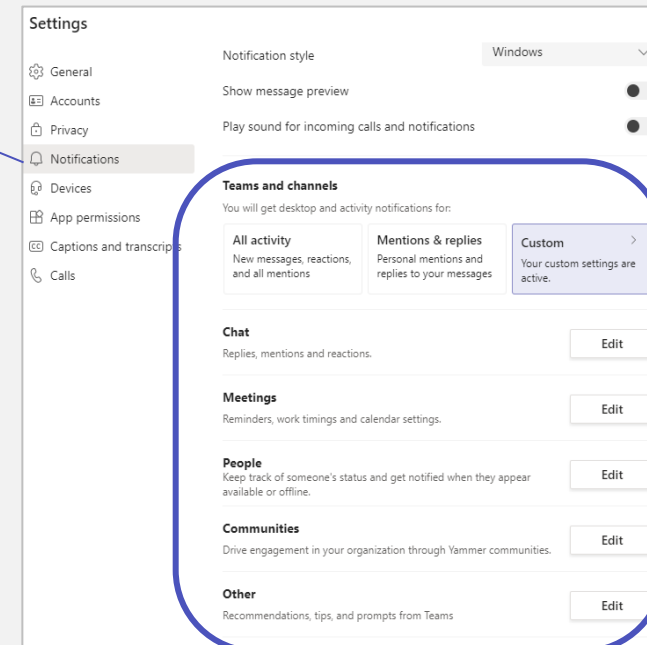
Encourage frequent breaks

Microsoft's Human Factors Lab used EEG caps to measure beta wave activity—associated with stress—in the brains of meeting participants.

Your brain works differently when you take breaks

Taking time out between video calls prevents stress from building up

Illustration by Brown Bird Design
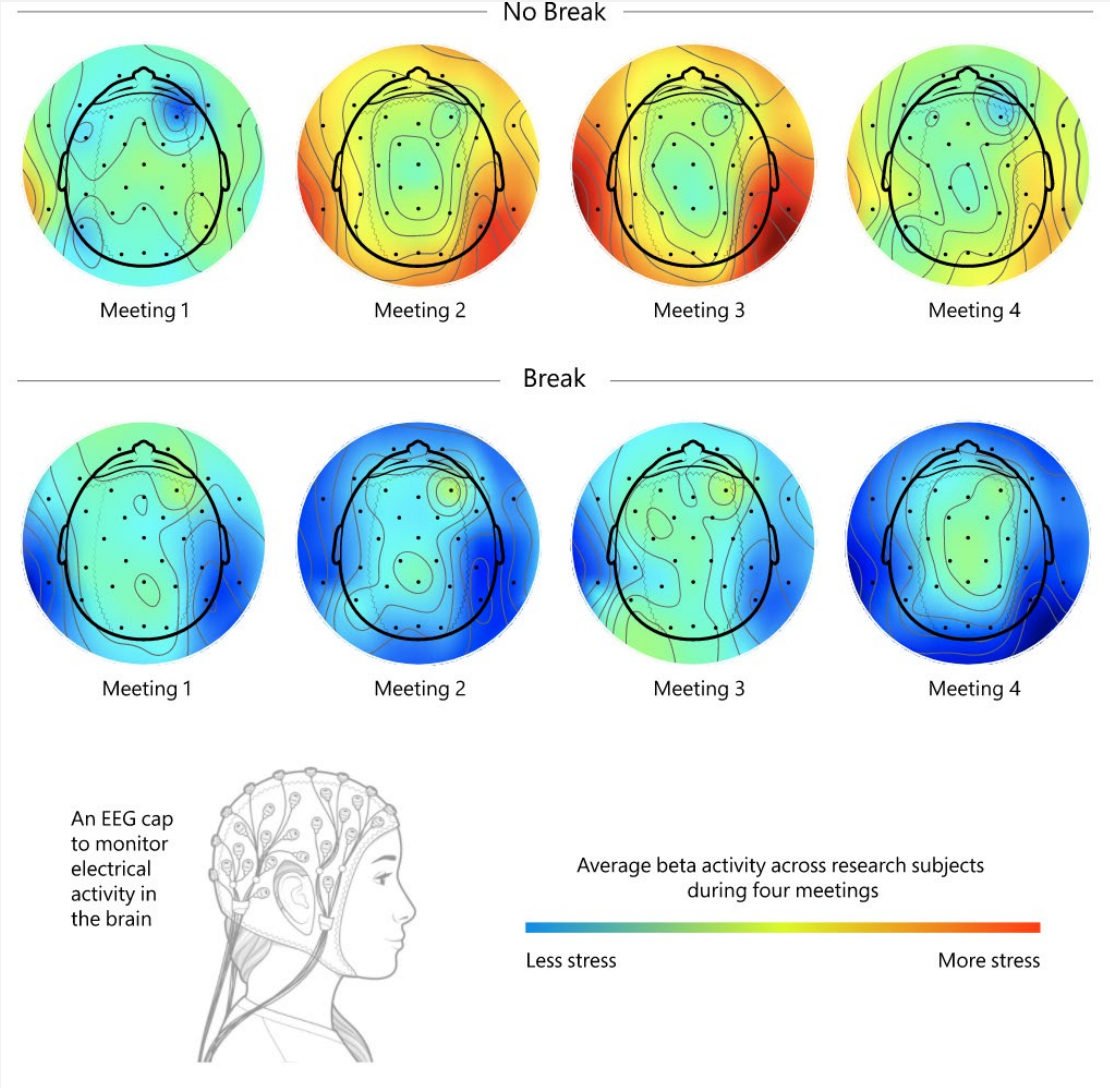
Clean up your calendar

- Delete cancelled meetings

- Decline tentative meetings no intent to join

- Decline double bookings so organizers know you won't be joining
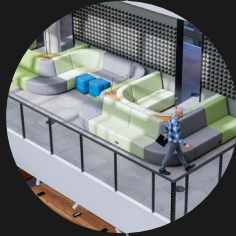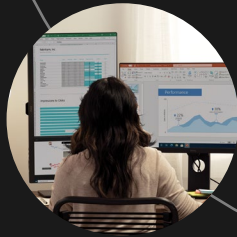
- Avoid stacking successive meetings

Finally...take Teams meetings on the run

- Encourage everyone to join one of your department/group meetings while on a **walk**

- Connect to the meeting using a **mobile device**

- Use **Transfer to this device** to seamlessly move from laptop to mobile device
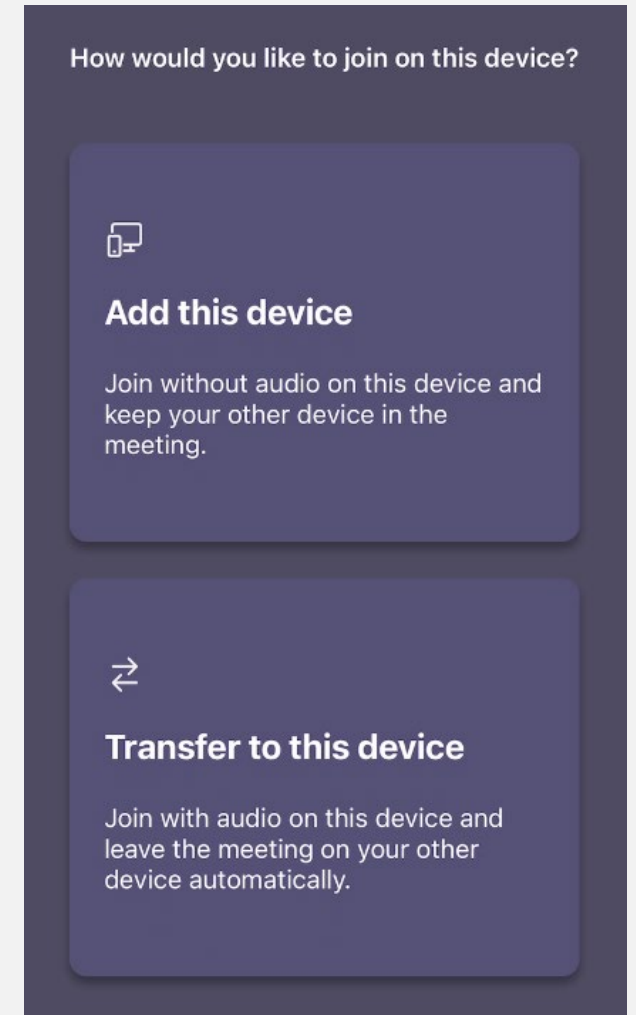
Hybrid Meetings

Your Hybrid Strategy

Policies and Expectations

Differing Roles with the Organisation
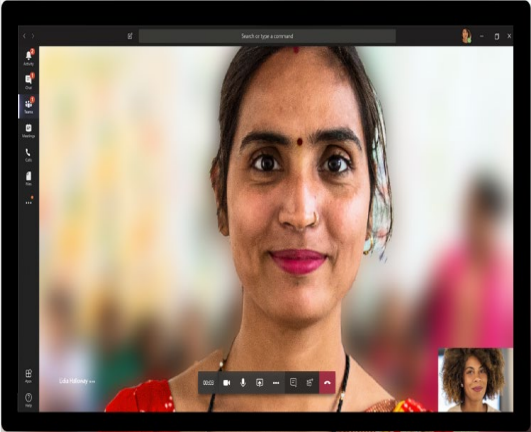
Focused Work

Collaborative Work

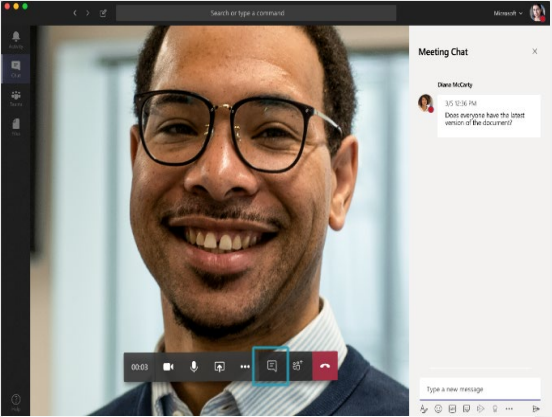Physical Changes

Managing regional variation

Hybrid Meeting Etiquette

Be present and respectful

Monitor meeting chat

Can everyone be seen?

Be inclusive

Microsoft

Adoption

Driving Change

Drive awareness and behavior change

Live Sessions and Communications

Consider a playbook

How can users find the material?

Don't forget, these tools are *evergreen*

Meeting Spaces

Remote attendees have a seat at the table

Bring Microsoft Teams to any meeting space

The future of meetings

What's new in
Meetings

New Teams devices and experiences for the Hybrid Workplace

| **New gallery views on Teams Rooms**

| **Intelligent Speakers for Teams Rooms**

| **Teams Panels**

| **Teams Displays enhancements**

New gallery views for Teams Rooms

Drive more inclusive meetings in Microsoft Teams Rooms

- Large gallery view 49 video participants on a single screen

- Together Mode

Release timing: **Available now**

Microsoft Teams Intelligent speaker

Bring speaker attributed captions and transcriptions
to Microsoft Teams Rooms.

- Enabling attendees to easily follow along with
  what has been said and who said it
- Identifies and differentiate the voices up to 10
  people in meeting rooms

- OEM providers: Yealink and EPOS

Release timing: **Q4 CY2021**

Teams Panels

Book an available room on the spot or find an open space close by

- Color-coded LED indicators, so you can determine space availability at-a-glance
- Intuitive and easy to read UI presents space and meeting information so you can confirm you're in the right place at the right time.
- Manage rooms with Microsoft Teams admin center and Intune
- Pair with Microsoft Teams Rooms and any bookable room
- OEM provider: Crestron and Yealink

Release timing: **Q3 CY2021**

Cortana and Bing skills on Teams Displays

With new integrations between Bing and Cortana on the Teams display experience on the Lenovo ThinkSmart View, users are now able to fetch useful information through voice activated commands.

Using words like:

"What time is it in New York"

"What is the weather in New York"

Cortana can access facts, and functionality is expected to expand to more English speaking countries this year.

Release timing: Q2 CY2021

Quick start guides

Operations

Human Resources

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Marketing & Sales

Real Estate & Facilities

microsoft.com/hybridwork

Thanks for joining today