

Best Practices for Leading Microsoft Teams Meetings

Before the Meeting

1. Write down your goals for the meeting. Determine how much meeting time is actually needed to accomplish those goals. Consider reducing your meeting time from the typical half hour or hour.
2. In the meeting invitation, describe the purpose of the meeting and include an agenda so participants are prepared ahead of time.
3. Assign someone to take meeting notes to make it easy for you to run the meeting.
4. Test your hardware and software by creating a test call to check your microphone, speakers, camera and screen sharing ability.
5. Invite anyone new to Teams to arrive 10 minutes prior to the meeting so they can test their hardware and software.
6. Be “camera ready” – nonverbal communication is important when leading a meeting.
7. Before joining your meeting, turn on your background effect for a more professional look.

During the Meeting

1. Start on time and end on time. If the entire agenda isn't covered by the scheduled end of the meeting, decide how to address remaining items (e.g., another meeting, email).
2. Record your meeting for those who may miss it or want to go back and review what was discussed. Announce to others that you'll be recording. Do not record meetings if you don't want the information to be public.
3. Introduce anyone who others may not know.
4. To protect your privacy when sharing your screen, you may choose to share a single application window as opposed to your entire desktop.
5. Moderate the meeting:
 - a. Ensure participants stick to the agenda and note things you don't have time for.
 - b. Ask those who aren't speaking to mute their microphones.
 - c. If there is a poor connection, ask participants to turn off video.
 - d. Ask participants to “raise their hands” when they have questions or post in the chat area. Monitor hand raising and posts or ask for a volunteer to do it.
 - e. Call participants by name when asking questions and seeking feedback.
6. Assign clear action items and takeaways. Before the meeting ends, call off the action items and determine how to follow up on these items.

After the Meeting

1. Share the recording, meeting notes and action items with all participants.
2. Ask a few participants what could have been improved about the meeting. Implement those improvements next time around.

For help using Teams, visit the [USF Faculty & Staff Teams Resources](#) page.