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Microsoft

Your AI for Meetings Cheat Sheet:

Practical Prompts for Collaboration

Smarter Meetings Ahead

How Microsoft Is Shaping the Future of Team Collaboration

Introducing Microsoft Teams and Microsoft Copilot for Productivity

The way we work has changed.

Today, just over half of all US workplaces are hybrid, according to Gallup. Another 27% are exclusively remote. And that way of working requires a new type of meeting. One that boosts collaboration and communication across dispersed workforces and keeps attendees engaged no matter where they're joining from. All while promoting productivity and adding efficiencies for team members.

Microsoft Teams, Microsoft Teams Rooms and Microsoft Copilot provide a standout option that enables exactly that. Together, they empower productivity, enhance engagement across dispersed teams and optimize collaboration, task management and meeting efficiency. And their constantly evolving artificial intelligence (AI) functionality helps them accomplish all of that with less time and effort.

Microsoft Teams and Copilot provide new capabilities to meeting organizers—including automated agenda building, smarter meeting recaps, task prioritization, actionable employee-focused insights and smarter audio and visual capabilities. These AI-enabled capabilities, in turn, drive better, more effective hybrid and remote meetings, ensuring everybody stays engaged.

So let's look at how the AI capabilities of Microsoft Teams and Teams Rooms, with the assistance of Microsoft Copilot, help empower better meetings—and explore how Diversified can help refresh your Microsoft Teams environment to take advantage of all the capabilities they offer.

Get Started

As with all AI, learning how to leverage Microsoft's AI capabilities is critical to getting the most from the functionality it offers. The results you achieve are only as good as the prompts you use. With that in mind, we'll be offering prompt ideas and other practical advice throughout the pages to follow, to help you get started as you put Microsoft's AI functionality to work.

The **Top 9 AI Features** Promising to Boost Your Meeting Efficiency Today

① Calendar Management

If your calendar looks a bit daunting for the week ahead—with more meetings than you know how to manage—Microsoft Copilot can help. It organizes your meetings, prioritizing them and scheduling the necessary preparation time for each. It can also give you a head's up on what meetings to expect in the day ahead. All quickly and seamlessly, leaving you free to spend less time managing meetings and more time preparing for them. To fully maximize this capability, consider implementing meeting scheduling standards to strengthen Copilot's analysis. For instance, clearer meeting subject lines and agendas included in your email body copy can give Copilot better data to work with—making for better results.

Prompt Idea

> Organize my meetings for the week into 3 category types.

This prompt can help you better determine your preparation needs by figuring out how many 1:1's, team meetings or project meetings you have scheduled.

2 Email Summarization

Maybe your team thought it could've been an email—then changed their mind after the email thread got too long, setting up a meeting instead. Rather than wasting your time rehashing everything you've already gone over in writing, Copilot can summarize your email thread. By sharing the recap you can quickly get everybody up to speed on what's already been discussed. This lets you start your meeting where your email left off, while ensuring nobody misses out on any important points.

Setting Up

All you need to do to summarize an email thread is choose the email conversation you want to recap in Microsoft Outlook. From there, choose **"Summary by Copilot"** at the top of the thread. Copilot will look for the key points and create a recap.

3 Agenda Creation

Microsoft Copilot can help you prepare for an upcoming meeting by putting together an invitation based on an email, filling in the title and agenda and inviting everyone on the email thread to join. To ensure you're covering everything you need, you can also ask Copilot for questions and/ or concerns members of the call might have about a given topic. That way you can work those queries directly into the agenda, ensuring you address common worries upfront. This will maximize meeting productivity, put attendees at ease and ensure your discussions stay on task.

Prompt Idea

Identify 3 concerns managers might have about this proposal.

This prompt will help you understand and anticipate stakeholder concerns before the meeting even happens, so that you're prepared to address them during the meeting itself.

④ Hybrid Meeting Enhancements

When your meeting combines in-person and remote attendees, unique challenges can present themselves. For instance, it can sometimes be difficult for those not in the room to engage, as they may not be able to tell who's present in-person or even who's currently speaking. Microsoft IntelliFrame—a unique feature exclusive to Microsoft Teams Rooms—uses AI to make that remote engagement easier, identifying and capturing individual video feeds and automatically focusing on the person who's speaking.

Setting Up

Setting up **IntelliFrame** is as easy as going to the camera settings on your Microsoft Teams Rooms console, then choosing **IntelliFrame** among the options.

⑤ Meeting Recaps

Microsoft Copilot lets you create an ongoing recap of what's being said during your meeting, summarizing the highlights of the meeting and collecting shared files, notes, agendas and follow-up tasks. This ensures everything is in one place if anyone misses a key point or needs to review the details or supporting documents after the meeting is over. It also gives anyone who missed the meeting an easy way to catch up. Intelligent call recaps, available as part of Microsoft Teams Premium, give a more personalized review of the meeting, with AI-powered insights included.

Prompt Idea

> Recap the meeting so far.

As long as your Microsoft Teams meeting is being recorded or transcribed, this prompt will allow anyone who joins the meeting late to catch up quickly and easily without disrupting the meeting in progress.

6 Sentiment and Statistics

Meetings aren't only about what's been said—they're also about what's happening between the lines. Copilot can help with that too, providing further insights into your meeting. Explore how much each key stakeholder participated by digging into statistics such as talk-to-listen ratio, switches per conversation, the average pause length or the longest monologue. Or summarize sentiment to understand how stakeholders or customers reacted to key points. These features can help your team better understand next steps, improve meetings going forward and determine which stakeholders still need more convincing on a project or proposal.

Prompt Idea

What was the mood of the meeting?

This prompt can help you better understand the underlying sentiment of your meeting, giving you an idea of how stakeholders are feeling about a particular project or proposal.

7 Task Management and Prioritization

Don't want to lose momentum on a project after your meeting is over? Microsoft Copilot lets you put together a to-do list of action items for each attendee and assemble a follow-up email for the group, outlining those action items as well as unresolved issues and next steps. This will help you manage the tasks ahead and determine what still needs to be done so that nothing gets missed.

Prompt Idea

Suggest follow-up questions for Meeting X.

This prompt can help you follow up with attendees and other stakeholders to make sure nothing is missed and all queries are addressed.

8 Project Updates and Ongoing Conversation Summaries

To ensure your project stays on track in between meetings, Microsoft Copilot can keep stakeholders updated while saving your project manager much-needed time. In fact, by automatically putting together project updates and conversation summaries, Copilot saves project managers hours of time that would otherwise be spent gathering information on project KPIs, deadlines, budgets and more—all while ensuring everyone stays informed.

Prompt Idea

Summarize the latest activity on Project X.

Microsoft Copilot can use prompts like this to analyze actions around a specific project and put together a summary of the latest activities. Further prompts on spending and deadlines can help fill out that information.

9 Upskilling and Career Development Support

Finally, Microsoft Copilot can help your team build the skills they need to continue to grow in their careers—putting them on track to take on more leadership roles. They can use Copilot to look for resources and recommendations for personal and professional advancement— letting them find ways to elevate their profile on the team and maybe even lead the next meeting. Copilot also lets them assess their work history, finding gaps to fill and new career paths to follow. This can help you as you develop your team for future projects and positions.

Prompt Idea

Analyze my resume and identify skill gaps for Position X.

This may be a helpful prompt for your team members, allowing them to take initiative and start developing their resumes with a specific role in mind.

The Future of Collaboration:
What's Next with Microsoft

With Diversified's help, Microsoft Teams and Teams Rooms, with Microsoft Copilot's assistance, can empower your meeting environment by offering all of the features above—driving productivity, streaming workflows and enhancing the employee experience through advanced AI. But that's just the start.

Microsoft continues to add to their AI capabilities—meaning there's more to look forward to as you build your AI-enabled Microsoft environment. Soon, for example, Copilot will enable interactive customer relationship management (CRM) and case management support during meetings, and will embrace new partnerships that extend Teams' reach to keep employees connected across devices. In fact, Microsoft's focus on AI-driven solutions is expected to continue refining meeting productivity, engagement and collaboration quality for years to come.

In today's workplace, that focus on a better experience can make your meetings stand out. And Diversified can help ensure you're on the right path to take advantage of it.

Make Your Meetings Smarter

Discover how Diversified, as a Microsoft Solutions Partner for Modern Work, can help you design, build, and manage a meeting room portfolio that leverages the latest AI tools to meet your business needs. Let's explore how our expertise can support your goals.

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Contact Diversified today to learn more about what we can do for you.

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