Top 10 Takeaways:

1. Think about how you will create a strategy that will enable leadership-led policies that may already be put in place.

2. Consider etiquette:
   a. Limit multitasking during meetings: Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Blur your background to reduce distractions.
   b. People may not feel comfortable breaking into the conversation or may be having technical difficulties. Check the Teams meeting chat often for comments. Who will moderate in the room?
   c. Can people at home see everyone in the room? Whilst in the meeting room would it also be useful to join the meeting from your device and mute your laptop? This is especially true when we have rooms in our offices that may not have an adequate camera set up.
   d. Be inclusive Leave the side conversations until outside the meeting or use the chat functionality! Use can also use reactions, and hand raising to get attention in the room when you may not be feeling heard.

3. Consider how you will land cultural and behavioural change:
   a. Think about both awareness and upskilling. Create a playbook that is linked to your specific room set up (you may consider it's hardware and key use cases for this room e.g. is it a huddle area or a CEO Boardroom).
   b. Findability - you may want to include the playbook in the room booking flow and with Teams adoption materials
   c. Remember also to consider the evergreen nature of tooling – don't create an offline pdf or a moment in time document. Think about how you will keep this updated as features change, or how you will collect and act on user feedback. What colour filters are recommended for colour blind users?

4. Consider different types of meetings. You may be aware of Scheduled Teams Meetings and Live Events but think about how you can support asynchronous collaboration with Teams Channel Meetings. All Channel members can join in real time via alerts and is great for daily stand ups and small group collaboration.

5. App templates are examples of complete apps for Microsoft Teams that are open-source and available on GitHub. Each app template contains detailed instructions for deploying and installing that app for your organization. It also provides a sample app that you can install and start using immediately.

6. Our App Templates can be customised to suit your business requirements.

7. PowerApp and PowerAutomate are our low-code/no code solutions which allow you to take our app template and tweak them to suit your business needs

8. Visitor Management App Template allows you to transform the way you manage visitors into your buildings, all from within Teams for the request, approvals and notifications are all available from any device in the flow of your work

9. The Reflect Extension App allows people managers to pulse their Team members quickly, easily and regularly on a range of topics/questions so they can quickly gage if any team members need assistance / support with their wellbeing etc

10. You can automatically schedule Pulses into your Teams on a regular basis, which allows you to check your Team's wellbeing daily/weekly/monthly on a cadence that works best for you and your Team.

Useful Resources:

- https://docs.microsoft.com/en-us/microsoftteams/platform/samples/app-templates

- SharePoint look book - Workplace Transformation site (microsoft.com)

- aka.ms/teamsdevices

- Hybrid Meeting Tips