

HOW TO CREATE NEWS TEAM MEETING

1

OPEN THE TEAMS UP,GO TO THE CALENDAR AND PRESS ON (NEW MEETING) THE ENTER THE MEETING TITLE.



2

SCHEDULE A MEETING FROM CHAT
STEP 2 FILL IN THE DETAILS SUCH AS TITLE ,PARTICIPANTS,DATE AND TIME

1.SELECT CHAT IN TEAMS
1.SELECT MORE CHAT OPTINS THE TOP OF THE CHAT

3

CHOOSE THE MEETING TYPE

- DECIDE IF ITS A BREAKING NEWS MEETING,WEEKLY PLANNING MEETING OR CONTENT REVIEW SESSION.



4

SET CLEAR OBJECTIVES IN A MEETING

- STATE THE MEETING THAT YOU WANT TO ACHIEVE FOR EXAMPLE ASSIGN STORIES ,REVIEW HEADLINES AND PLAN COVERAGE.

5

ASSIGN ROLES

- PICK WHO WILL GUIDE THE MEETING WHO WILL TAKE THE NOTES AND WHO WILL MANAGE TIME AND UPDATE OTHERS

:

6

DISCUSS CURRENT STORIES

- REVIEW TRENDING NEWS,ONGOING STORIES AND DEADLINESS.

7

PLAN FUTURE COVERAGE

- CREAT IDEAS TO UPCOMING EVENTS,INTERVIEW S AND SPECIAL REPORTS.

8

SET DEADFLINESS

- APPROVE ON PUBLISHING DATES,EDITING DEADLINESS AND RESPONSABILITIES

9

FOLLOW UP

- RECAP DEICIONS MADE,SEND MEETINGG NOTES,AND CONFIRM NEXT MEETING DATE
- ADD;
- SCREEN SHARINT TO REVIEW ARTICLES
 - KEEP THE MEETING WITHIN A SET TIME
 - ALLOW TIME FOR QUESTIONS

