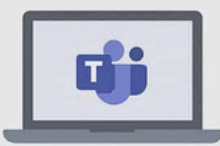


***Fabiana Cirlan-2433721- how to set up a
teams meeting LCLM4002-Digital skills***

HOW TO CREATE A MEETING IN MICROSOFT TEAMS



OPEN TEAMS



GO TO CALENDAR



New Meeting

ADD DETAILS

Meeting title

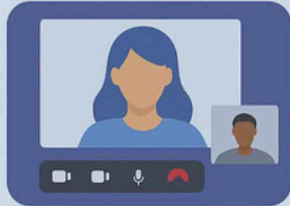
Add a description

ADD DETAILS



Send

SEND INVITE



JOIN

Microsoft Teams

Microsoft Teams

Quick guide for efficient meetings



Before the meeting

-  **Purpose:** Purpose of the meeting in one sentence
-  **Agenda:** 1) Opening (5') 2) Status (10') 3) Decisions (20') 4) Actions (5')
-  **Invite** only relevant participants; assign roles
-  **Send** preparatory material 24–48h in advance

Set up in Teams

-  **Clear title + correct date/time**
-  **Mic/camera** off at the beginning; stop recording if not needed
-  **Add link** to working document in invitation

During the meeting

-  **Start on time:** 1–2 minute per ononal
-  **Follow agenda:** use "parking lot" for side topics
-  **Use share screen** only when necessary
-  **Notează action items:** who — what-until when

After the meeting

-  **Send minutes & action items** within 24h
-  **Track progress** in Teams or Planner
-  **Ask for quick feedback:** was the meeting useful? (1–5)

Microsoft Teams

Quick Guide for Efficient Meetings



Before the meeting

- **Purpose:** State the meeting's purpose in 1 sentence
- **Agenda:** 1) Opening (5') 2) Status (10') 3) Decisions (20') 4) Actions (5')
- Invite only relevant participants; assign roles
- Send preparatory material 24–48h beforehand

Setting up in Teams

- **Clear title + correct date/time**
- **Mic / cam off** at the start; stop recording if not need
- **Add link** to working document in the invitation

During the meeting

- **Start on time;** 1–2 min personal intro
- **Follow agenda;** use 'parking lot' for side topics
- **Share Screen** only when necessary
- **note action items:**who- what-until when

After the meeting

- **Send minutes & actions** within 24h
- **Urmărește progresul** in Teams sau Planner