

IT NATION

SPARK

INSPIRATION GROWTH



Drink Your Own Champaign | Using “Teams” to Manage Meetings

Presented by Stephanie Kingslien



Please share...

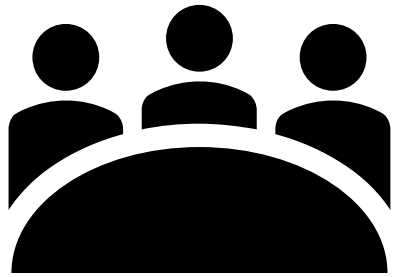
Who here sells Microsoft 365?

How many of you feel that your team really understands the usage of Microsoft 365 and are using it to its full potential? 50%?

What have you done to help improve your team's usage or adoption of Microsoft 365? Classes, Trainings, Threats....?

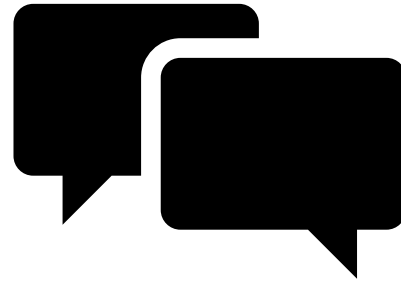
Why Meetings?

There are plenty of meeting tools out there...



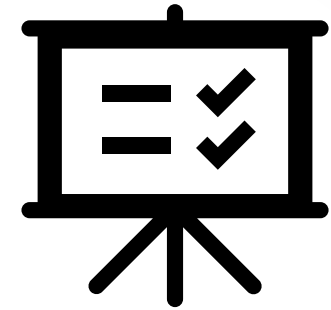
Everyone has Meetings

This touches everyone in your organization.



Teams, Planner, SharePoint and More

The structure of a department meeting uses multiple applications of the Microsoft 365 suite



Meeting Tools

There are other meeting tools – but they are not what you sell!

Department Meeting

Common Department Meeting Objectives & Challenges:



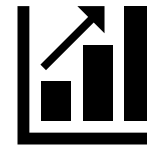
Meeting Agenda



Action Items & To Do Tracking



Meeting Minutes & Notes



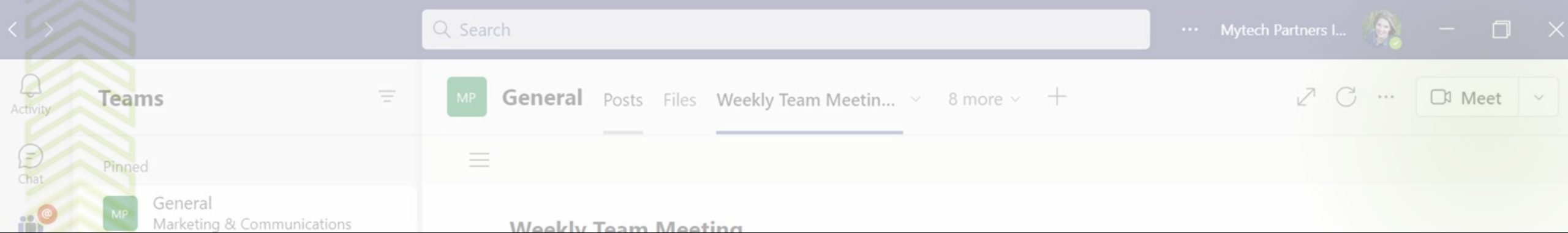
Shared Metrics



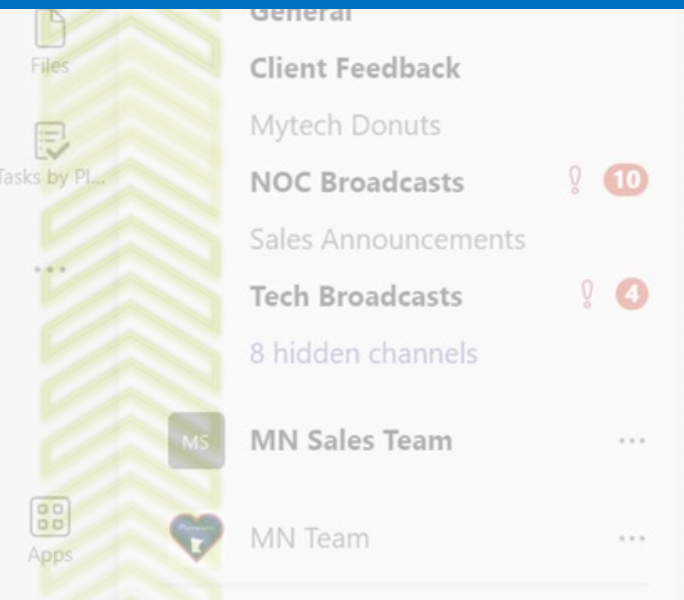
Issue & Discussion List



Rate the Meeting



Let's Build It



- Weekly Content Progress
- Weekly MDF Check-in
- Business Listings
- Action Items – Complete or Not (5 min)
- Cascading Messages (5 min or less)
- Issues & Discussion (25 min)
- Rate the Meeting (2 min)

11/1/2021

- Wins/Lessons Learned from the previous week (5-10mins)
 - MNCCC speaking sessions went well. Good engagement.
 - Helping peer(s) build a sales engine - good collaboration
 - Good meeting/progress on the M365 Consulting videos

Get your team using these apps



Meeting Agenda & Notes



Wiki or OneNote



Issue & Discussion List



SharePoint List



Action Items & To Do Tracking



Tasks by Planner



Shared Metrics



Excel, Wiki, Brightgauge, PowerBi



Rate the Meeting



Microsoft Forms

Get Started | Download Resources

Checkout www.mytech.com/itnation to download this presentation and any templates to get you started!

Reach Out if you have any questions – we would be happy to share what we have learned.

Share your results with us next year!

A blurred background image showing a crowd of people with their hands raised, suggesting a Q&A session or a presentation. A black horizontal bar with a blue square on the right side is overlaid on the image.

Questions?

