

Conducting Successful Hybrid Meetings

Better Together Learning Series

Objectives



By the end of this session, you will be able to:

1

Explain hybrid meetings, and how they differ from in-office meetings or virtual meetings

2

Describe a process for conducting a successful hybrid meeting

3

Use Microsoft Teams features to enhance hybrid meetings

4

Identify alternatives to hybrid meetings



What is a hybrid meeting?

The Hybrid Meeting Process

A decorative graphic consisting of several thin, parallel lines that originate from the left side of the slide and fan out towards the right, creating a sense of movement and expansion.

Why follow a meeting process?

- Set parameters for the meeting
- Set expectations for objectives, participation, and outcomes
- What types of meetings benefit from following a formal process?



Elements of a hybrid meeting process

1

Prepare

2

Conduct

3

Follow-up



Preparing for the hybrid meeting

- Clarify the objective of the meeting
- Select attendees
- Assign roles (e.g., presenter, notetaker, timekeeper, etc.)
- Create and post the meeting agenda
- Keep the meeting as short as possible



Conducting the hybrid meeting

- Test the audio-visual set up
- If necessary, adjust settings in Teams
- Establish ground rules
 - Camera on/off time
 - One speaker at a time
- Inform attendees if you plan to record the meeting

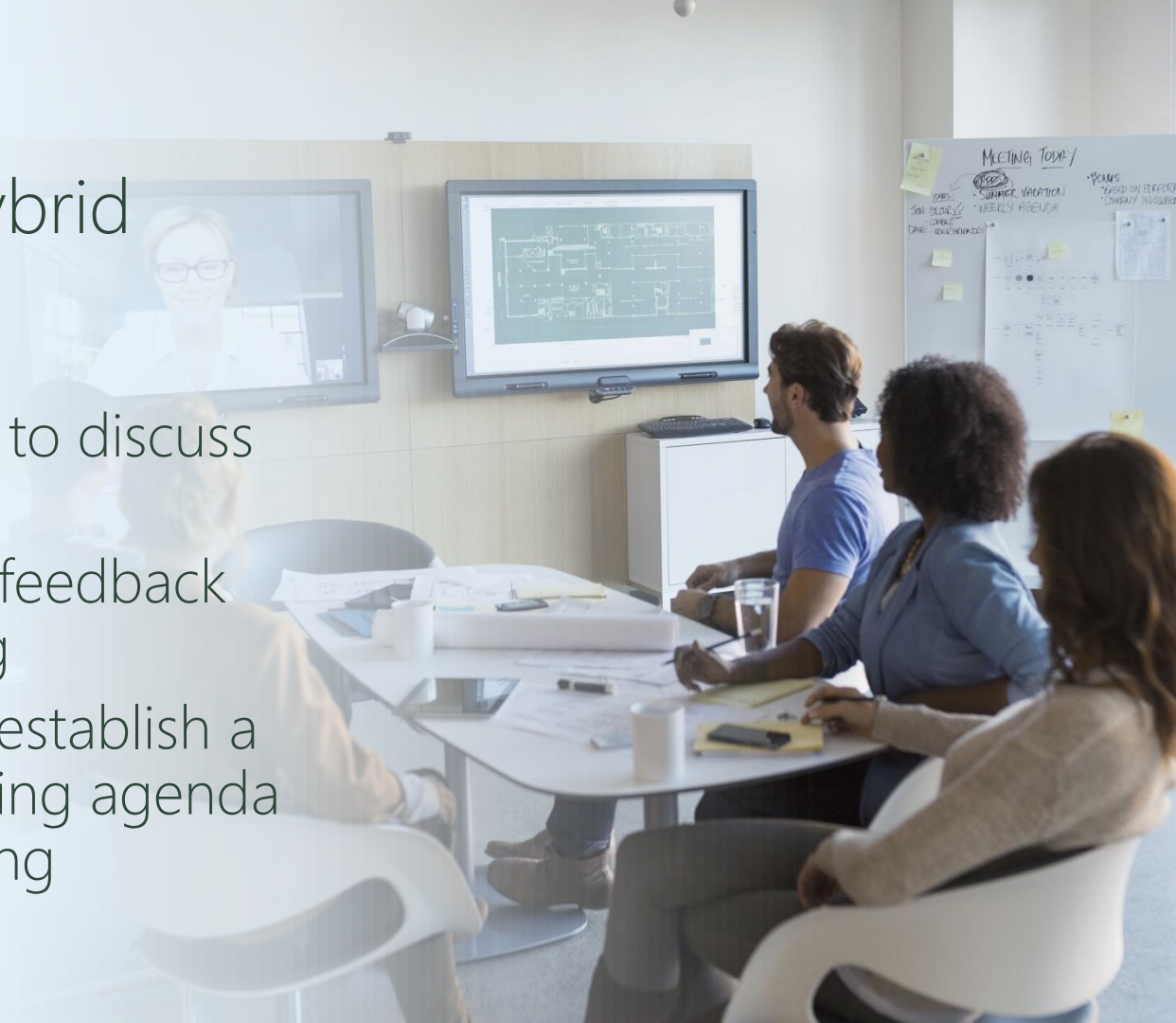
Conducting the hybrid meeting (cont.)

- If leading from a conference room, connect to your meeting from a laptop
- Consider an icebreaker
- Be active. Call on attendees both in-office and virtual



Conducting the hybrid meeting (cont.)

- Leave time at end to discuss next steps
- Ask attendees for feedback about the meeting
- If meeting recurs, establish a preliminary/recurring agenda for the next meeting

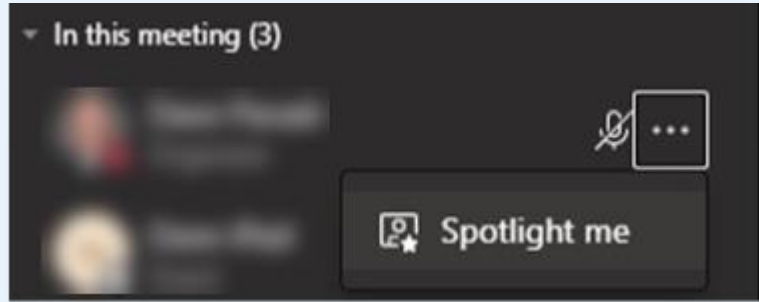


Following up on the meeting

- Follow-up on action items and assigned tasks (accountability matrix)
- Post the meeting notes in a shared location
- Evaluate meeting effectiveness



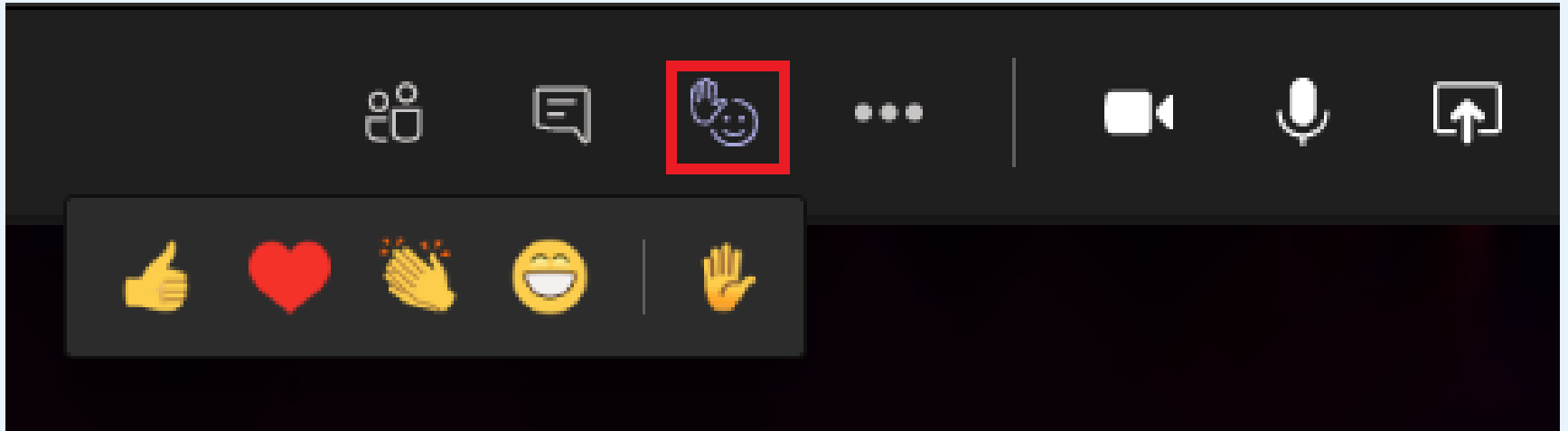
Microsoft Teams Features for Hybrid Meetings



Spotlight

Enables organizers to put the focus on a single participant





Reactions

Enable participants to visually express themselves in a Teams meeting

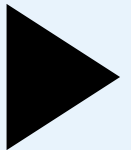
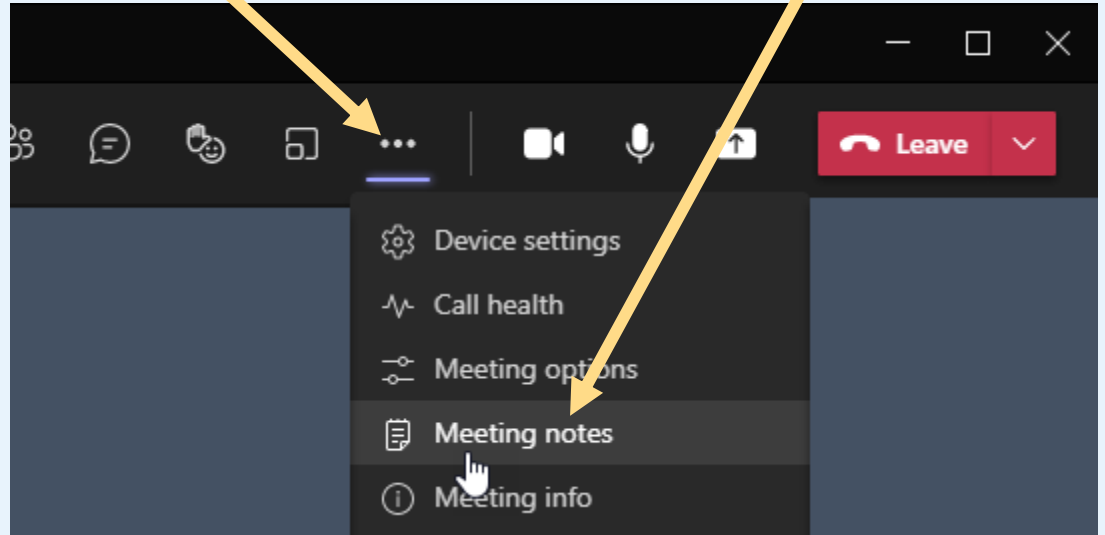


Meeting Notes

Provides notetakers with an easy way to capture notes for most types of meetings

1. Click more options

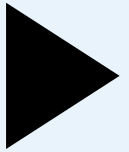
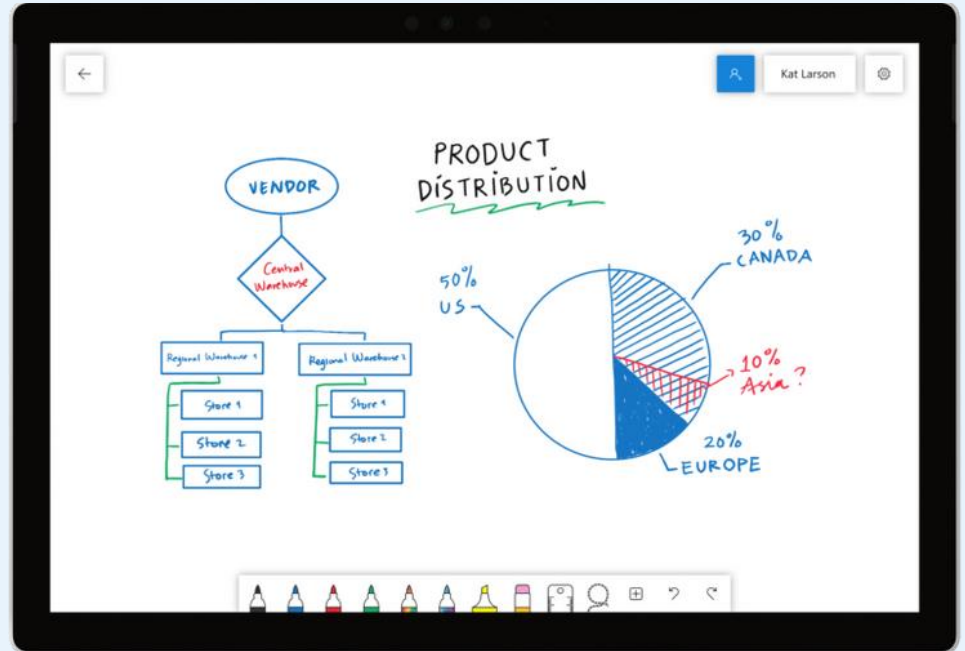
2. Click *Meeting notes*



Whiteboard

Enables organizers to:

- Brainstorm ideas
- Collaborate visually
- Save to the cloud



Together Mode

See all the meeting's virtual attendees in the same virtual space



Are There Alternatives to Hybrid Meetings?

Alternatives to Hybrid Meetings

- Is the meeting necessary?
 - Status updates
 - Brainstorming
 - Announcements
 - 1:1 meetings
- Does it need to be hybrid?



Final thoughts?