**MsTeams Meeting for Briefings – Lessons Learned**

**Platform:** It was decided to use a regular team meeting with MSTeams. This allowed members to verbally ask questions (as the topic can be very technical) rather than just chat.

**Prep:** 3 prep meetings (each ran about 30 mins)

1. Pre-dry run with “producers” to discuss audience, format, and test the platform
2. Dry-run with speaker – tested the tool and worked out final logistics
3. Dry-run with moderator (could have been included with #2).

**Meeting:**

* Participants were invited through outlook with link to meeting.
* Participants entered the call
* Moderator introduced meeting and went over logistics. All mics were muted.
* Speaker then introduced. They had tech issues but were eventually able to join.
* Speaker gave 20 minute presentation. Meeting support shared/ advanced slides as speaker was not comfortable with the sharing features.
* Producer and support moderated participant list to allow guests in from waiting room and mute microphones, and the chat to moderate questions
* Went into moderated Q & A. Questions were posed verbally or written. To control order, participants commented if they wanted to speak. Producer controlled the speakers list. Written questions were copied from the chat into Onlinequestions.org app by Support person to be shared on the screen (suggest trying trello next time).

**Lessons learned:**

**Prior to the meeting/event**

1. Dry runs were essential to define roles and decide on technology choice. They also must include a bit of a tech 101 with the speaker to ensure they are familiar with basic features (e.g. unmute)Using ‘meetings’ wasn’t the obvious choice but allowed for good interactions in this case.
2. When setting up meetings, ensure key people are included directly in the invite (speaker, moderator, supports). MSTeams has a glitch that sometimes adds people in as guests when they click the link from Outlook meaning that key people cannot use any of the functions.
3. Put together a generic bilingual logistics blurb to include in invites
   1. Information included – keep mic muted, where chat and participant lists are, how to ask questions, etc.
4. Put together generic bilingual moderator/producer prompts that can be easily copied and pasted (or verbally said) during meetings in both OL. Make sure it uses Teams specific nomenclature.
   1. E.g. You are on mute; Please ask questions in the chat; click on the microphone icon to mute and unmute; etc.
5. Pre-determine who will be doing what (especially the producers roles), and establish how presenters and producers will privately communicate with each other during the meeting (could be 2nd device, by text, by MSTeams private chats, etc). Make sure that you also have each other’s contact information in front of you (e.g. in case you have to call them if there a problem).
6. Make sure that more than one person has presentation up and ready as backup if there are tech issues.
7. Before meeting starts, schedule speaker and moderator to join the call 5-15mins early to test audio/ sharing (even with a dry-run)
8. Put together a list of prompting questions to get the conversation started (counter-intuitive – more people can result in fewer questions as people are shy to ask)

During the meeting/ event

1. Depending on needs of the audience, people liked the ability to talk so adding a speakers list is a good practice, with also having the chat function. If this is the option, make sure you watch the mute button.
2. It is great to have questions displayed on the screen using some kind of application (we liked onlinequestions.org but trello may also be a good option)
   1. We ultimately decided that questions would be posed in the integrated MSTeams chat and the support person would copy/paste them into the display board. This made sure that participants were not having to go into a new app and play around with new codes, etc. It was more work for the support person