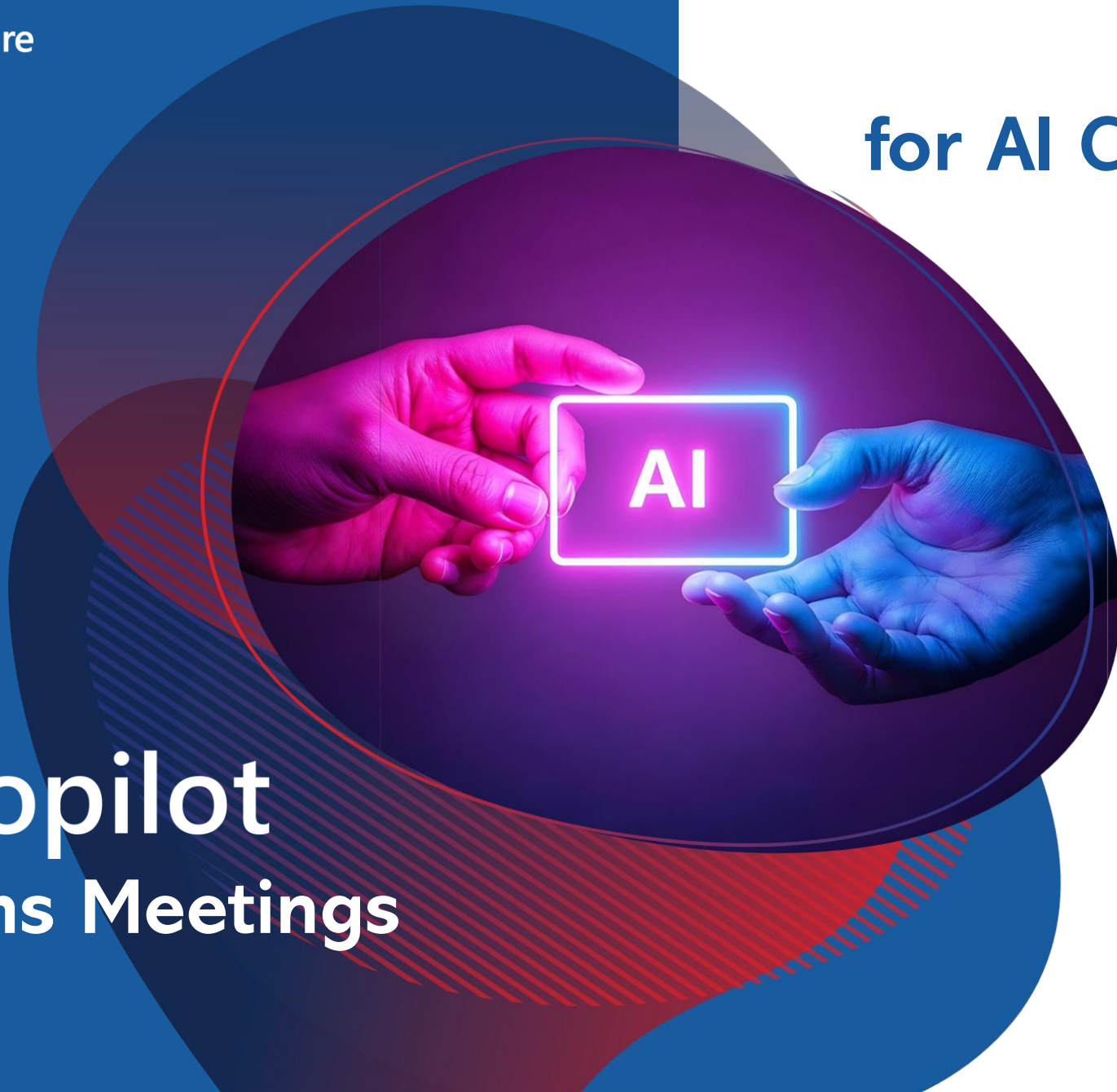





Get ready
for AI Capabilities with

BlueStream
S O L U T I O N S



 **Copilot**
in Teams Meetings



Overview in Microsoft Teams Meetings

Active Meeting Assistance

Copilot actively analyzes meeting conversations to provide summaries and identify key decisions during meetings.

Privacy and Security

Copilot ensures all interactions are private to each user and operates within strict organizational security frameworks.

Real-Time Meeting Support

Copilot helps identify open questions and disagreements in real time to improve meeting facilitation and decision-making.

Conversational Interface

Users interact with Copilot via a side pane using natural language, selecting prompts or typing questions during meetings.



Core Capabilities and Value for Meetings

Intelligent Meeting Summaries

Copilot generates detailed summaries, capturing speakers, discussions, and idea evolution in meetings of any size.

Action Items and Next Steps

Automatically suggests actionable tasks and next steps from conversations, driving team execution efficiently.

Real-time and Post-meeting Q&A

Enables users to ask targeted questions about meeting details, enhancing understanding and decision clarity.

Enhanced Collaboration and Inclusivity

Reduces cognitive load and supports inclusivity by helping participants catch up and stay engaged.



Requirements, Availability, and Limitations

Copilot Availability

Availability depends on organizational licensing and policies for Microsoft 365 Copilot.

Importance of Transcription

Transcription enables post-meeting insights and conversation history via Copilot.

Organizational Scope Limits

Copilot does not function in meetings outside a participant's organization to protect data boundaries.

Language and Policy Influence

Speech-to-text language selection and admin policies impact Copilot's performance and access.



Meeting Organizer Controls & Setup Options

Control Over Copilot Access

Organizers control Copilot availability regardless of their license status for the meetings they schedule.

Copilot Usage Options

Settings allow Copilot use during and after meetings, only during meetings, or turned off entirely.

Privacy and Compliance Settings

Options can be restricted by organizational policies, sensitivity labels, and IT templates ensuring privacy.

Effective Communication

Organizers should share Copilot setup details with participants to manage expectations and enhance use.



Using Copilot Effectively During Meetings

Accessing Copilot in Meetings

Participants access Copilot via meeting controls, opening a private chat pane beside the meeting window.

Using Effective Prompts

Effective prompts ask about disagreements, decisions made, or participant reactions to clarify discussions non-disruptively.

Facilitating Meeting Progress

Copilot suggests questions to move meetings forward and improves facilitation with guided conversation support.

Enhancing Meeting Quality

Using transcription and interim summaries helps align participants and reduces misunderstandings in long meetings.



Best Practices & Expected Benefits

Enable Transcription Early

Start meetings by enabling transcription to capture full context and improve Copilot's effectiveness.

Engage with Focused Questions

Encourage participants to ask outcome-oriented questions for precise and valuable Copilot responses.

Use Summaries for Follow-up

Leverage Copilot summaries and action items as a basis for accurate and efficient follow-up actions.

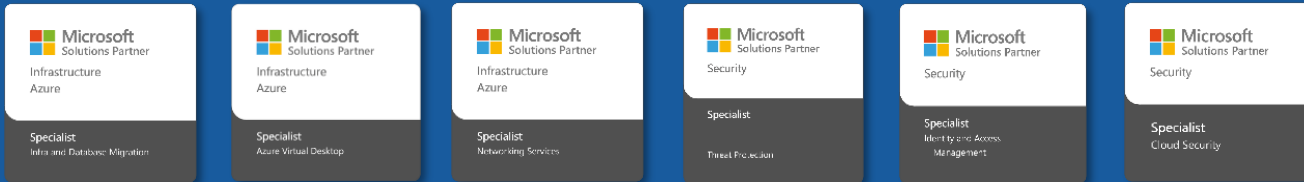
Benefits of Copilot

Copilot reduces manual work, improves clarity, combats meeting fatigue, and accelerates decision-making.



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Interested in more AI Capabilities to upgrade your business rhythm?

Contact us today

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