

# Decisions for Office 365



1

## Create the Agenda

Create structured agendas in Microsoft Outlook or Microsoft Teams



2

## Prepare for the Meeting

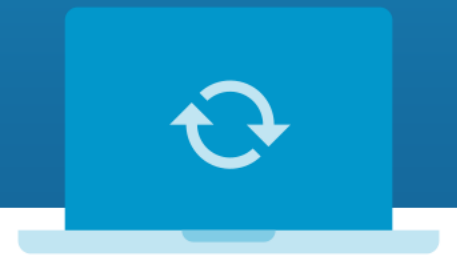
Participants can collaborate on the agenda, review materials, upload their own attachments or leave comments



3

## Run the Meeting

Take meeting minutes in Microsoft OneNote or Microsoft Word



4

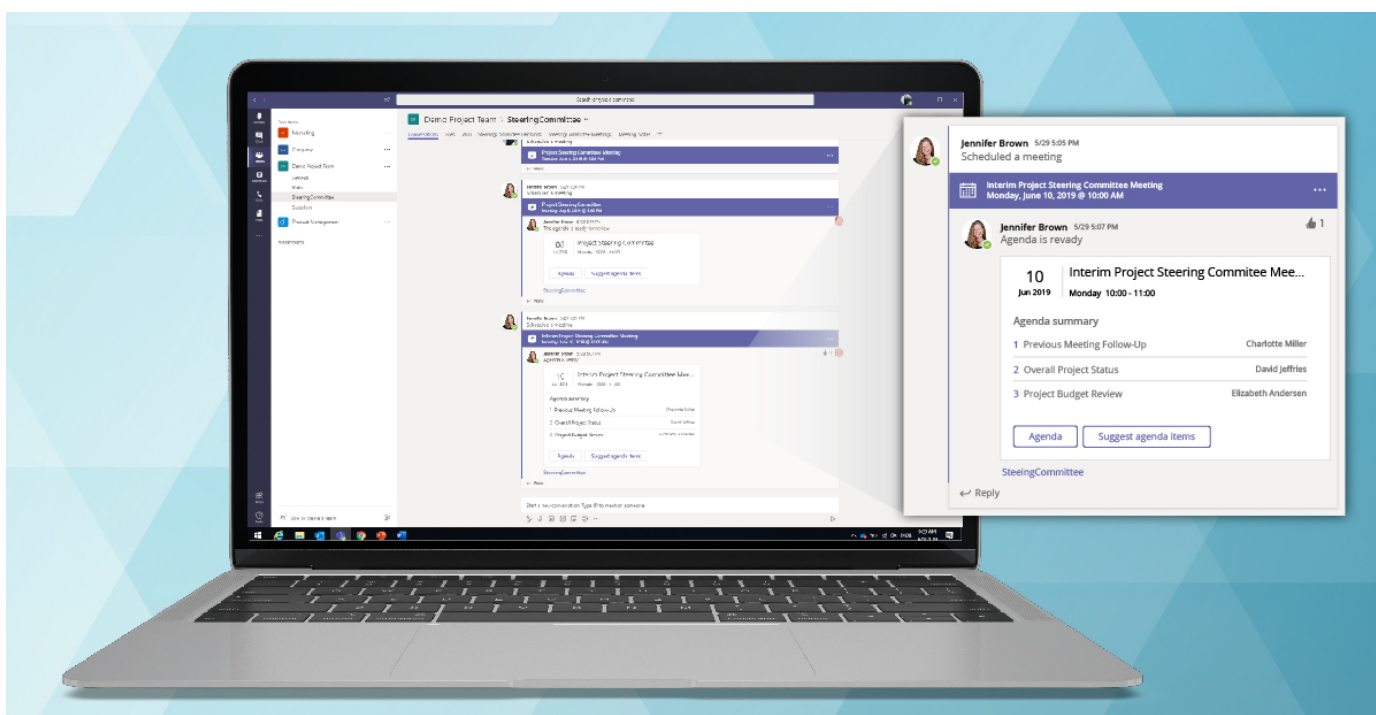
## Manage Tasks & Decisions

Use the smart-text recognition to automatically sync meeting tasks and decisions to Microsoft Planner



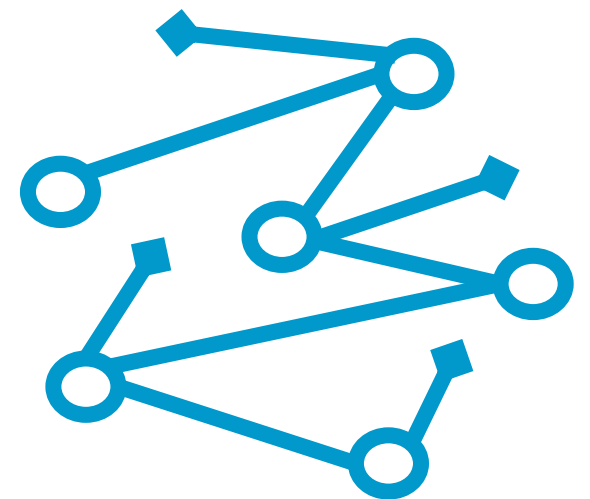
## Key Benefits

- Easily create agendas and take meeting minutes
- Save time and resources in planning and execution
- Improve meeting quality and engagement
- Manage tasks and decisions that are made in meetings
- Drive meeting engagement and improved preparation with the Meeting Engagement Score™
- Implement easily – deploy centrally through Office 365



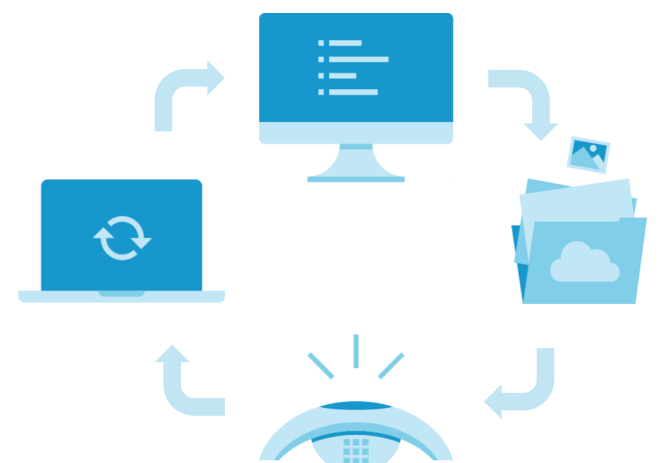
## BEFORE

Meeting apathy, disorganization and lack of follow through



## AFTER

Well-organized, engaging and collaborated meetings with managed tasks and decisions



Your meetings, more successful.  
Learn more: [www.meetingdecisions.com](http://www.meetingdecisions.com)

