

Teams Meeting Room Readiness Review

The importance of undertaking a Teams Meeting Room Readiness Assessment

As organisations move to modern ways of working, Microsoft Teams is often selected as a core area of focus due to its ability to consolidate communications, collaboration, application, and information services into a single application experience.

As an organisation's end users adopt Microsoft Teams as their core communication and collaboration platform, it's important to ensure that the meeting experience is also extended into meeting rooms and collaboration spaces.

The Microsoft Teams Meeting Room Readiness review has been designed to provide an organisation with a deep understanding of Microsoft's meeting room device strategy, what prerequisites need to be in place and how to join Microsoft Teams meetings from existing meeting room infrastructure.



What will be covered?

The sessions have been designed to address and educate on the topics that are often ignored or misunderstood, and include the following deliverables:

Preparation

📋 **Pre-questionnaire** o Existing meeting room technology o Office 365\Microsoft Teams environment status

Day 1 - Workshops

- **Teams Meeting Room Devices** o Audio only meeting room devices o Microsoft Teams Room Systems o Surface Hub
- **Environment Readiness** o Network

o Microsoft Exchange o Skype for Business\Voice o Active Directory\Azure AD o Device accounts o Licensing

- **Meeting Workflows** o Meeting creation workflows o Meeting join workflows
- **AV Considerations** o Ports\Cabling o Larger Spaces

Day 2 - Workshops

- **Teams Meeting Room Roadmap**
- **Meeting Room Device Management** o Devices Portal o Intune o Azure Monitor
- **Cloud Video Interop (CVI)** o CVI Vendors o Use Cases
- **Close out**

Deliverables

At the culmination of the Teams Meeting Room readiness workshops, a report and recommendations PowerPoint will be prepared and presented to that outlines Insync's recommended roadmap specific to your requirements, and what next steps you should be considering.