decisions

Decisions for Meeting Admins
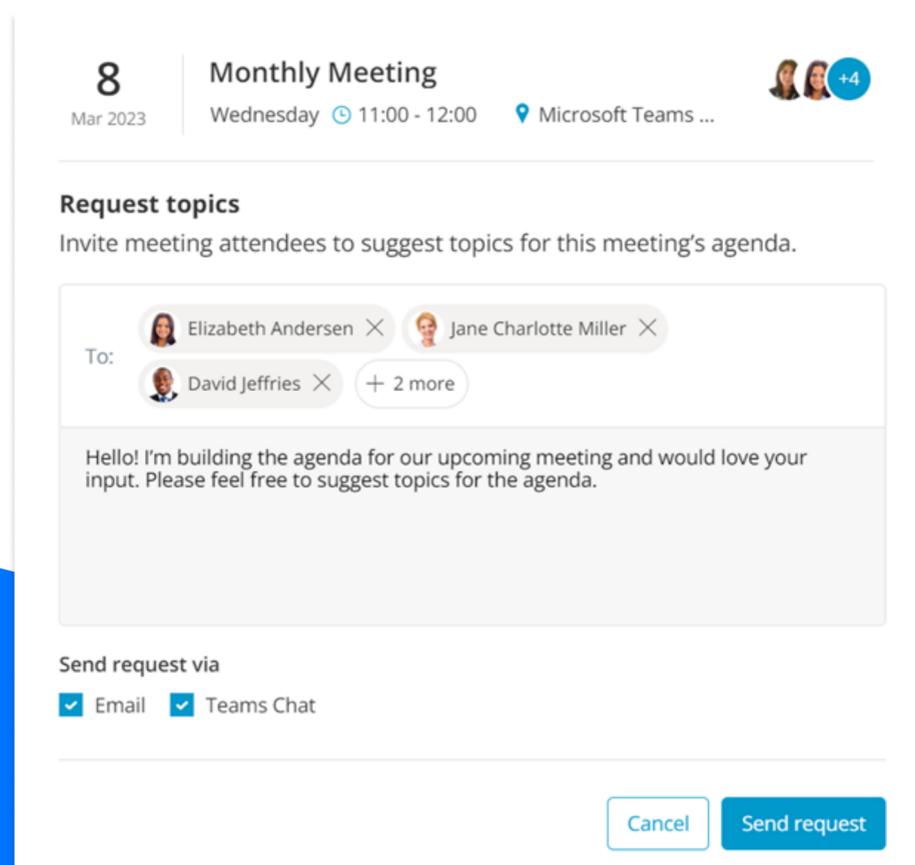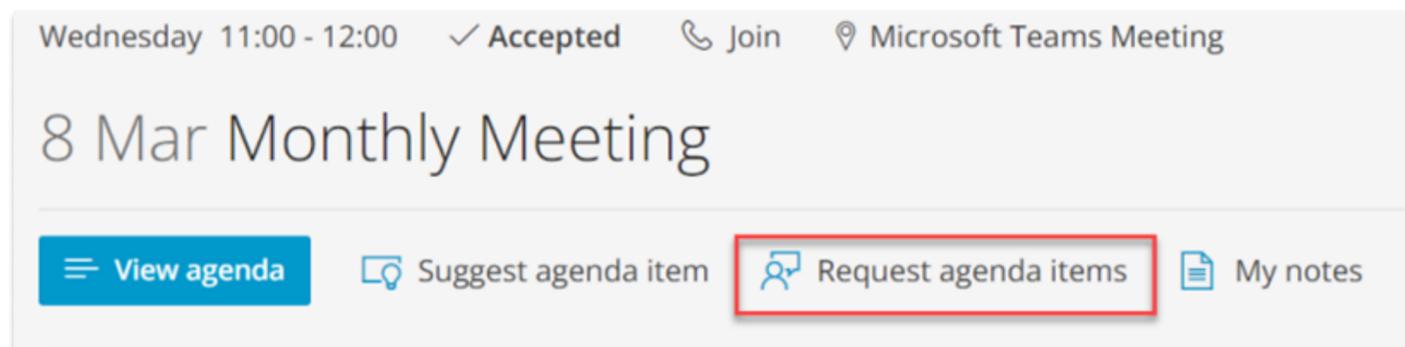
**Before starting with Decisions,
add the Decisions plug-in to Teams:
Add Decisions to Microsoft Teams**

As an admin of a meeting managed using Decisions, you might need to take any of the following actions:

1. Create a calendar event:

a. Via Outlook: **Introduction to the Outlook Calendar - Microsoft Support**

b. Via Teams: **Manage your Teams calendar - Microsoft Support**

2. Request agenda topics:

Wednesday 11:00 - 12:00   ✓ Accepted   📞 Join   📍 Microsoft Teams Meeting

8 Mar Monthly Meeting

≡ View agenda   Suggest agenda item   Request agenda items   My notes

8
Mar 2023

Monthly Meeting
Wednesday 🕐 11:00 - 12:00   📍 Microsoft Teams ...   +4

Request topics
Invite meeting attendees to suggest topics for this meeting's agenda.

To: Elizabeth Andersen ✕   Jane Charlotte Miller ✕
      David Jeffries ✕   + 2 more

Hello! I'm building the agenda for our upcoming meeting and would love your input. Please feel free to suggest topics for the agenda.

Send request via
☑ Email   ☑ Teams Chat
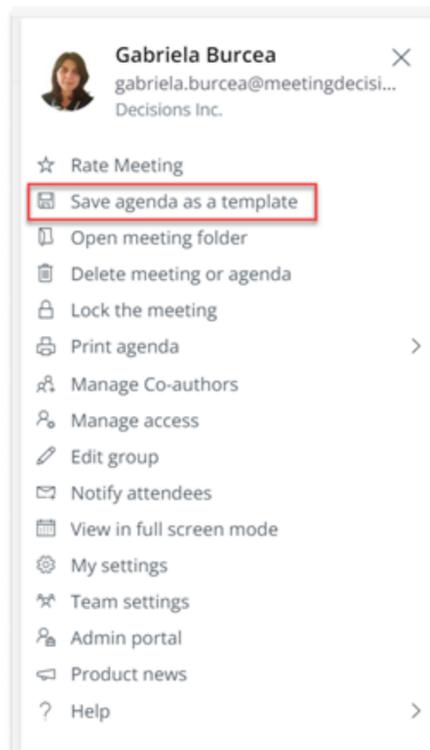
Cancel   Send request

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Before starting with Decisions, add the Decisions plug-in to Teams: Add Decisions to Microsoft Teams
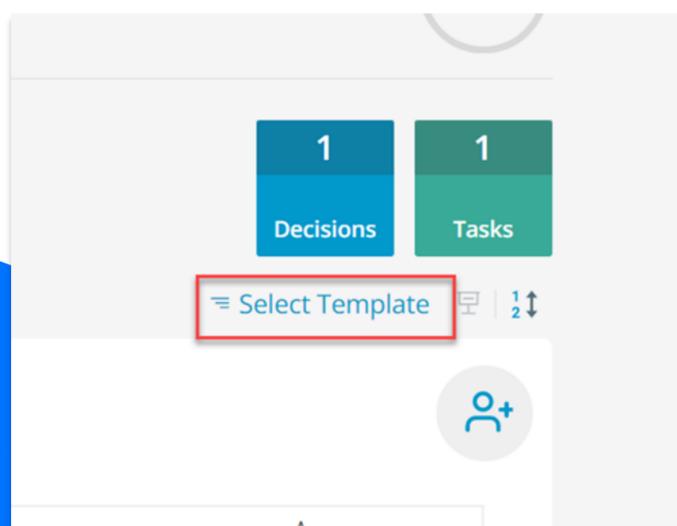
As an admin of a meeting managed using Decisions, you might need to take any of the following actions:

3. Create agenda:

a. Create a topic: **Create your first Agenda in Microsoft Teams**
b. Sub-items: **Agenda sub-items (meetingdecisions.com)**
c. Save as template:

d. Create agenda from template:

d decisions

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**Before starting with Decisions,
add the Decisions plug-in to Teams:
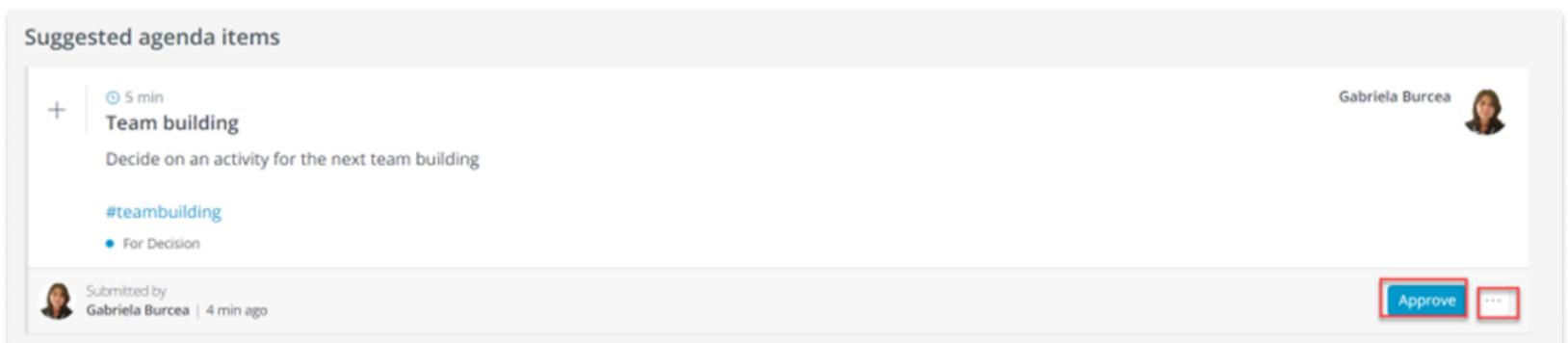Add Decisions to Microsoft Teams**

*As an admin of a meeting managed using Decisions, you
might need to take any of the following actions:*

4. Assign co-authors:

Manage agenda co-authors (meetingdecisions.com)

5. Handle suggested agenda topics:

a. Approve or reject:

b. Move to Meeting Planner: **Decisions Meeting Planner
(meetingdecisions.com)**

b. Import from Meeting Planner: **Decisions Meeting Planner
(meetingdecisions.com)**

6. Publish agenda & notify attendees:

Share Agenda (meetingdecisions.com)

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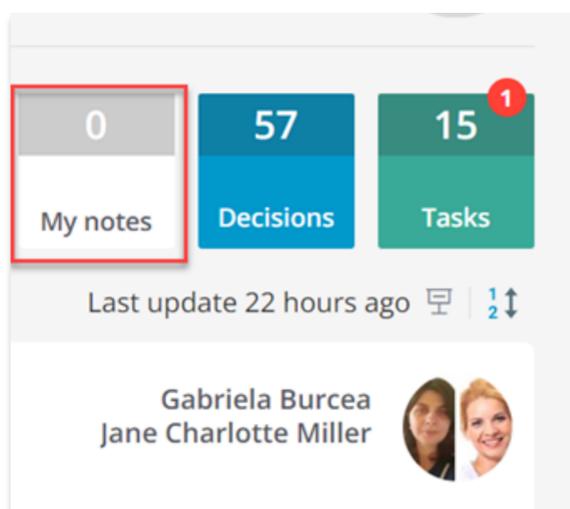*As an admin of a meeting managed using Decisions, you might need to take any of the following actions:*

7. Manage guest attendees:

a. Attending full meeting: **Guest Attendees - Full Agenda (meetingdecisions.com)**

b. Attending only a part: **Guest Presenters - Agenda item (meetingdecisions.com)**

8. Create a Meeting Book:

Create a Meeting Book with Decisions (meetingdecisions.com)

9. Personal notes:

decisions

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As an admin of a meeting managed using Decisions, you might need to take any of the following actions:

10. Log tasks and decisions:

    a. **Tasks (meetingdecisions.com)**
    b. **Logging a new decision (meetingdecisions.com)**

11. Create Meeting Minutes:

    a. In Word: **Create meeting minutes in Microsoft Word (meetingdecisions.com)**
    b. In OneNote: **Create meeting minutes in OneNote (meetingdecisions.com)**

12. Recurring meetings:

Create Standing Agendas for Meeting Series (Recurring Meetings)