



Decisions for Meeting Attendees

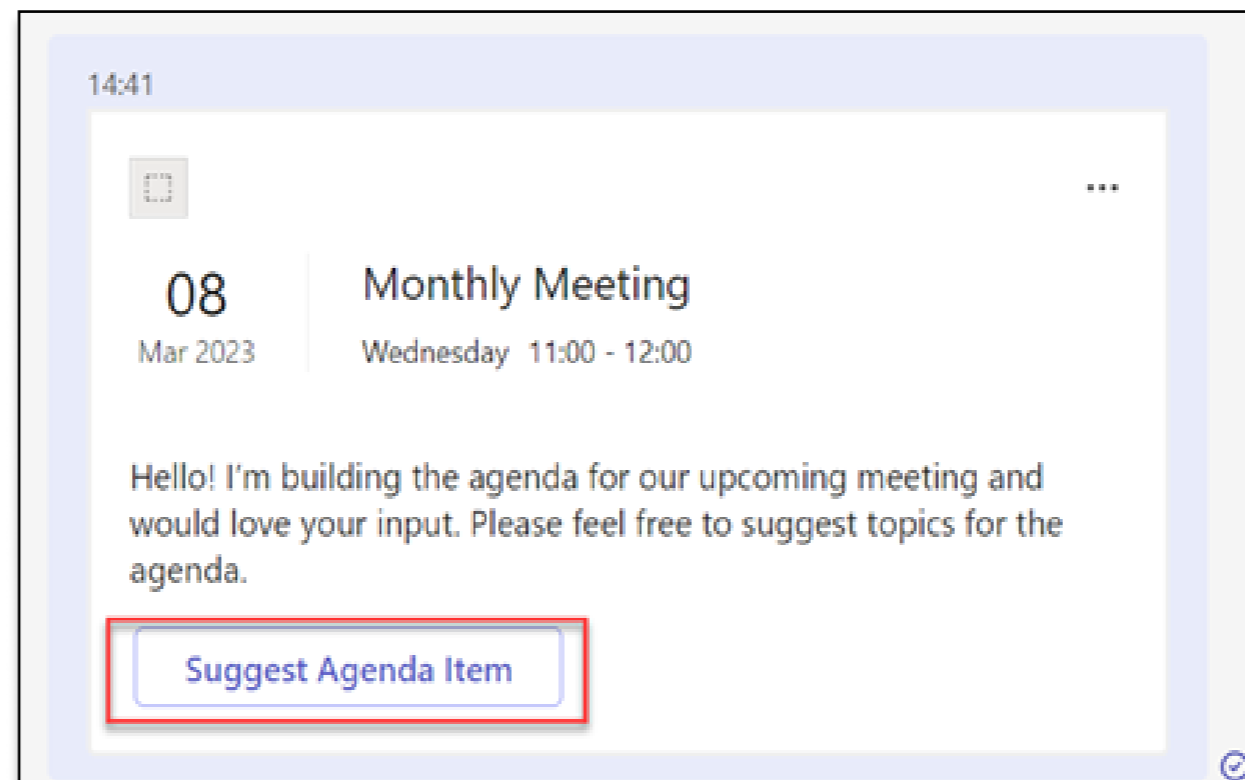


Before starting with Decisions, add the Decisions plug-in to Teams: [Add Decisions to Microsoft Teams](#)

As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

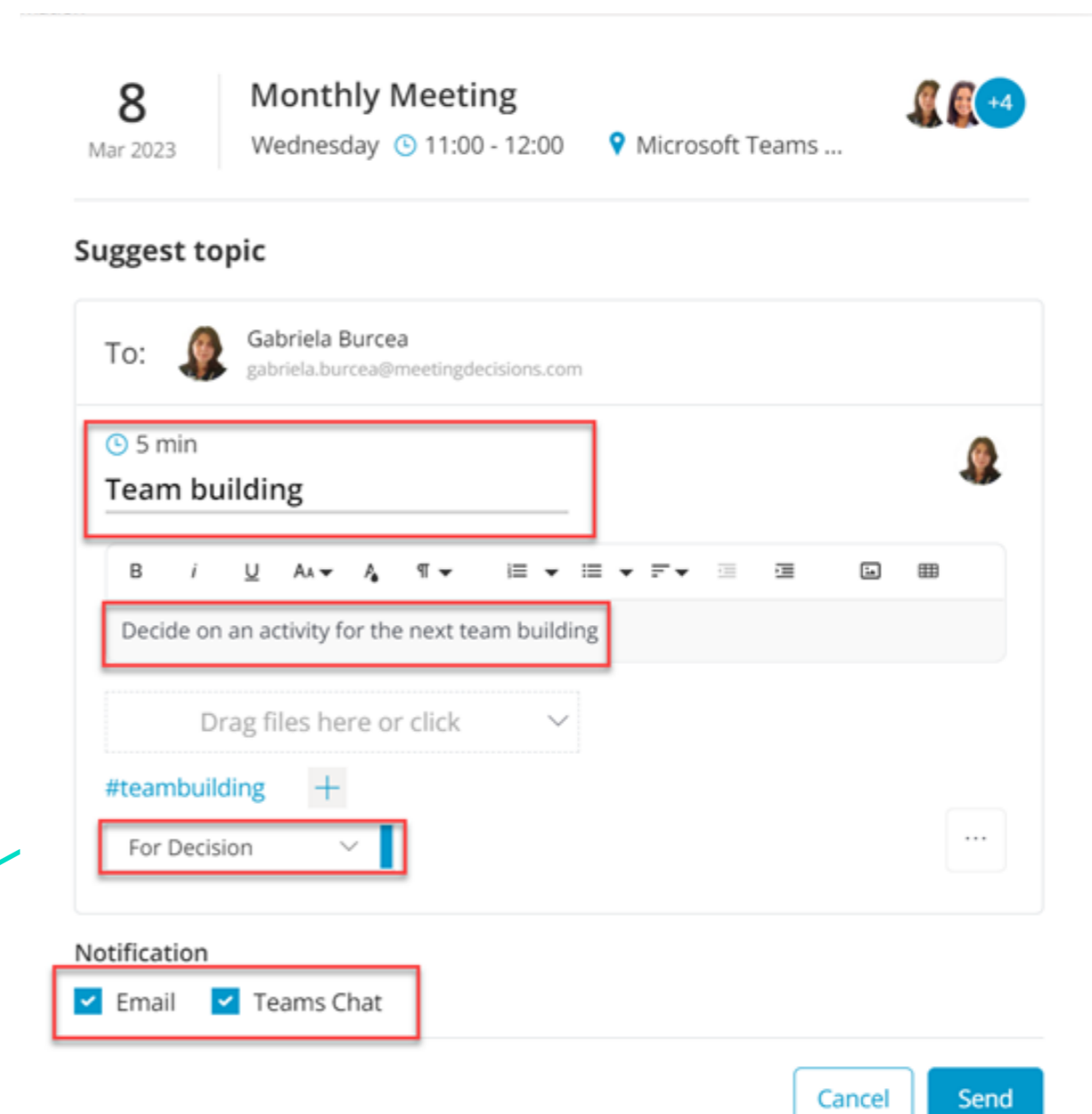
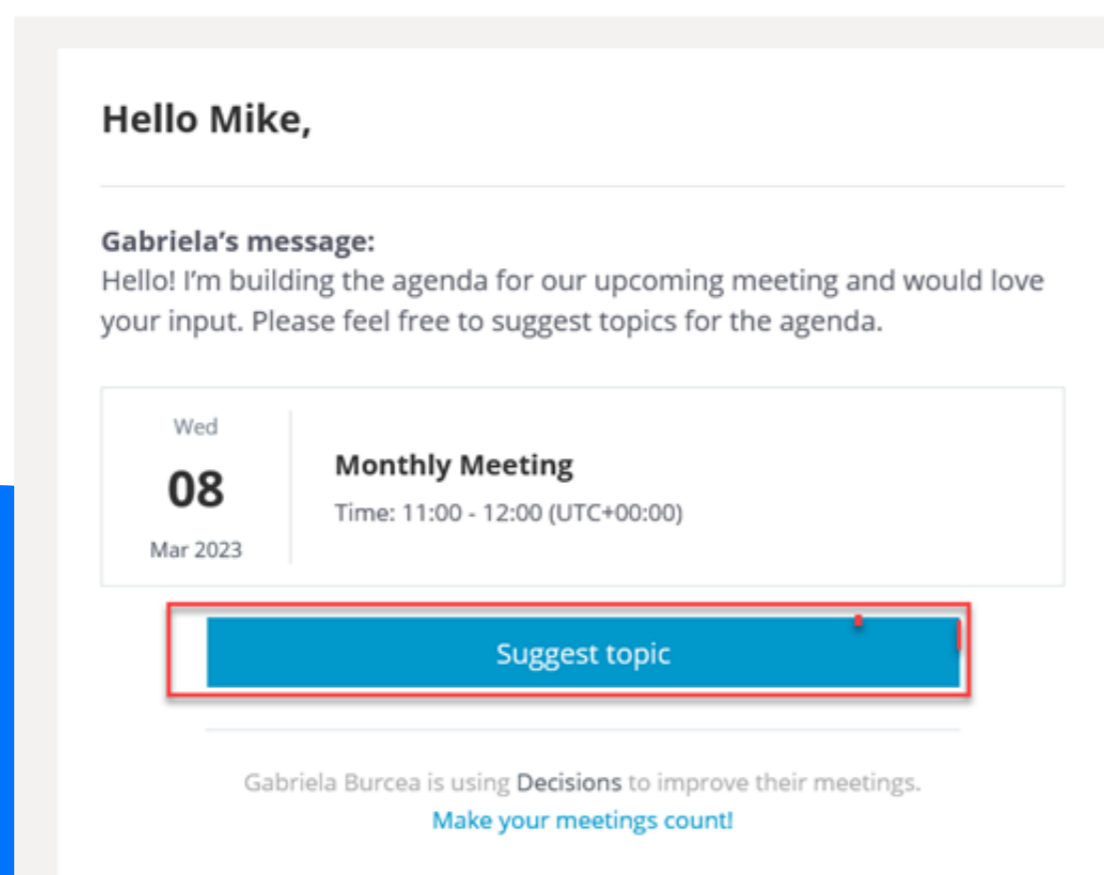
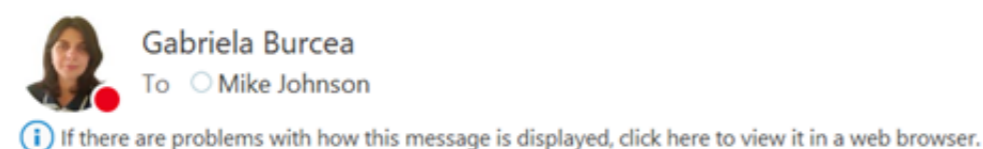
1. Suggest Topic

a. Via Teams chat:



b. Via email:

Suggest topic for 2023-03-08 - Monthly Meeting



Decisions for Meeting Attendees



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As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

2. Access meeting agenda (request access if needed):

[Meeting actions \(meetingdecisions.com\)](#)

[Create an agenda in a meeting that is not yours \(meetingdecisions.com\)](#)

3. Review the Meeting Book:

Meeting Book / Monthly Meeting (08/03/2023)



Gabriela Burcea
To ● Gabriela Burcea

Demo Team • Decisions Inc.

Meeting Book / Monthly Meeting (08/03/2023)

Download here: [2023-03-08 - Monthly Meeting - Meeting Book\(2\).pdf](#)

Comments: [Please find enclosed the Meeting Book ahead of our next meeting. Thank you.](#)

This notification was sent with Decisions





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Before starting with Decisions, add the Decisions plug-in to Teams: [Add Decisions to Microsoft Teams](#)

As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

4. Review minutes & make comments if needed:

 Gabriela Burcea
To  Gabriela Burcea

Suggested Meetings

Demo Team • Decisions Inc.
Review: Meeting minutes / Monthly Meeting (08/03/2023)

Please review '2023-03-08 - Monthly Meeting - Minutes.docx': [Download here](#) or [Write and comment directly in the document here](#)



Comments: [Please find enclosed the draft of the minutes. Would you please review and leave comments if necessary? Once confirmed, I will issue the vinal version. Thank you.](#)

You can comment and annotate directly in the attached document or reply to this email with your comments

This notification was sent with Decisions

5. Review final meeting minutes:

a. Share by email:

 Gabriela Burcea
To  Gabriela Burcea

Suggested Meetings

Demo Team • Decisions Inc.
Final: Meeting minutes / Monthly Meeting (08/03/2023)

Download here: [2023-03-08 - Monthly Meeting - Minutes.pdf](#)

Comments: [Here is the final version of the minutes for your consideration. Thank you.](#)

This notification was sent with Decisions



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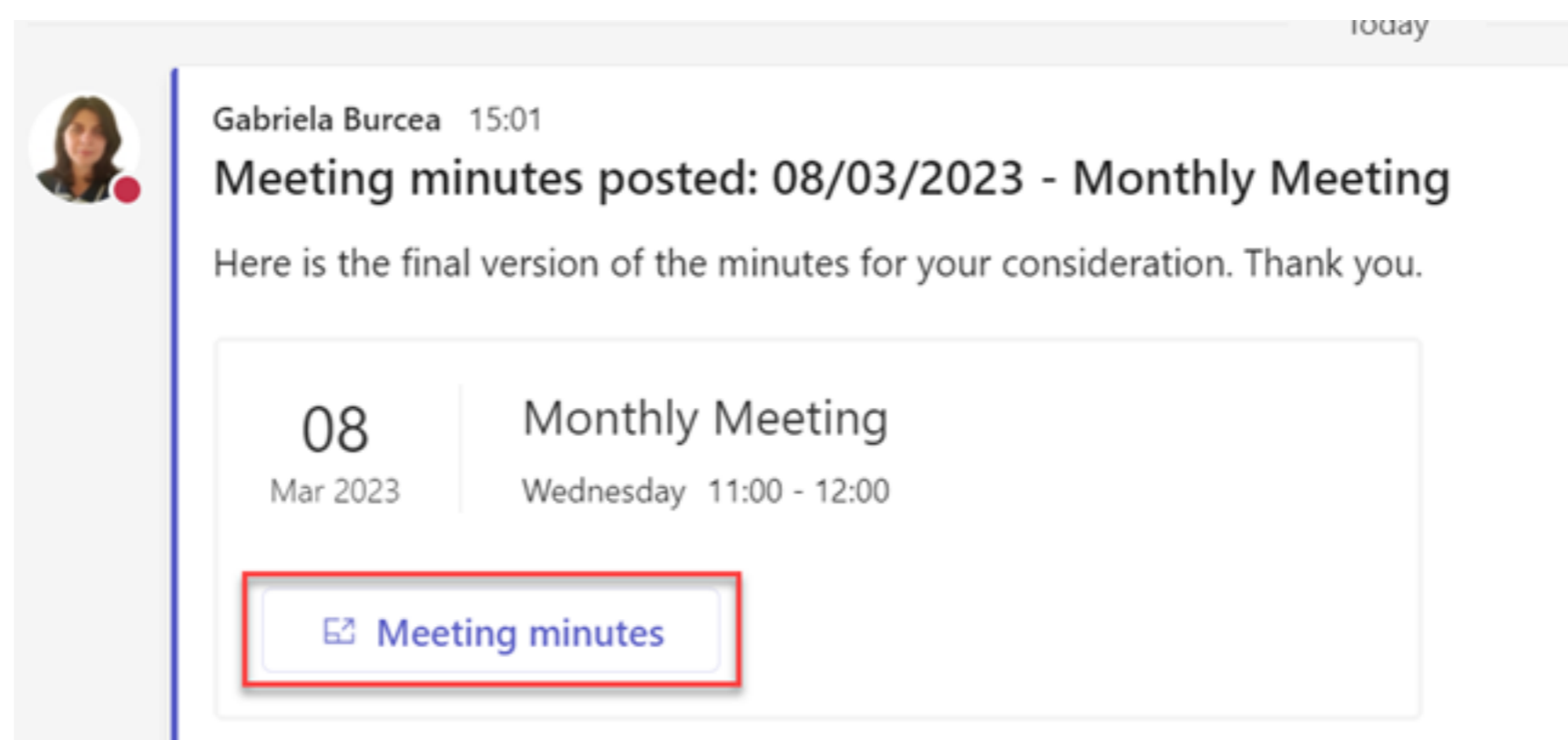


Before starting with Decisions, add the Decisions plug-in to Teams: [Add Decisions to Microsoft Teams](#)

As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

6. Review final meeting minutes (cont'd):

a. Share by Teams chat:



7. Follow-up on any assigned task: [Use the Tasks app in Teams - Microsoft Support](#)



Decisions for Meeting Attendees



Before starting with Decisions, add the Decisions plug-in to Teams: [Add Decisions to Microsoft Teams](#)

As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

Occasionally you may be invited to attend only a part of a meeting managed using Decisions:

1. The calendar invite will reflect this:

Guest: Daily Standup / 2 - Project leader updates

Organizer	Équipe Démo
Time	mardi 28 mars 2023 14:40-15:05
Location	Microsoft Teams Meeting
Response	✓ Accepted Change Response

You have been invited as a guest attendee for agenda item '2 - Project leader updates'

28/03/2023 - Daily Standup
Équipe Démo / Équipe de projet • Decisions Inc.

2 - Project leader updates
Presenter: *Michaela Ilming*

+
Gabriela Burcea, 23/03/2023:
Please upload the presentation in advance.
Thank you.

[View agenda item](#)



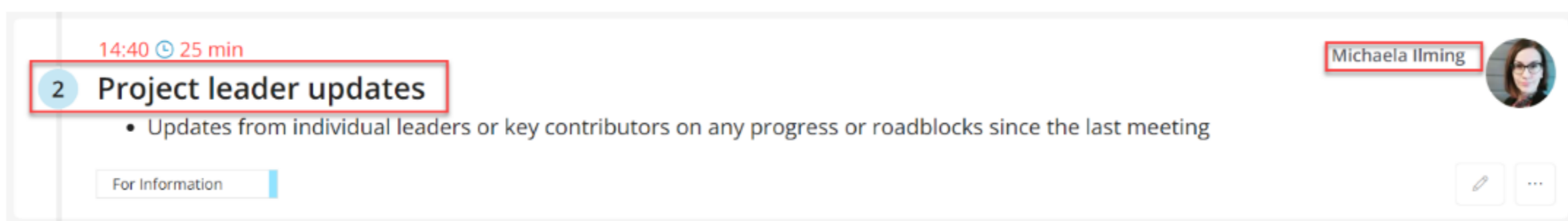
Decisions for Meeting Attendees



Before starting with Decisions, add the Decisions plug-in to Teams: [Add Decisions to Microsoft Teams](#)

As an attendee of a meeting managed with Decisions, you may need to perform any of the following actions:

2. So will the Decisions interface. Expect to see only this topic and not the entire agenda:



3. If you've been asked to upload supporting documentation or further details, you will be able to edit the agenda item accordingly:

