

# Meetings with Copilot

Most meeting time is lost before and after the meeting, not in it. Copilot covers all three phases: it finds the slot and drafts the agenda beforehand, keeps time and answers questions during, and turns the transcript into decisions, tasks and follow-ups afterwards. The gain isn't shorter meetings. It's meetings that leave something behind.

As of: 6 August 2026

## BEFORE THE MEETING

### Find a slot

Let Copilot find a free slot across your colleagues' calendars instead of scanning them by hand.

**PRO TIP** · „Keep your calendar clean and work with status — Copilot can only see what's there.“

### Invitation and agenda

In the Outlook invitation, use the option to draft an agenda. Everyone knows what the meeting is for and can come prepared.

**PRO TIP** · „Put the agenda straight into a Loop component so people can edit it before you meet.“

### Automatic rescheduling

For internal meetings you can let Copilot reschedule automatically when there's a conflict. Enable it on the invitation.

**PRO TIP** · „Define the time windows you find acceptable before you switch this on.“

### Prepare for the meeting

Open the appointment in your calendar and use the option to prepare for the meeting. Copilot pulls together what you need to know.

**PRO TIP** · „A good invitation makes for better preparation — Copilot works from what the organiser wrote.“

## DURING THE MEETING

## Facilitator agent

Keeps the agenda on time, answers questions from the room and takes notes as an active participant. Not available in instant meetings, Teams calls or channel meetings.

**PRO TIP** • „For Swiss German, choose German (Switzerland).“

## Interpreter agent

Real-time speech-to-speech interpretation in nine languages, optionally in a simulated version of your own voice. A Copilot licence includes 20 hours per person per month.

**PRO TIP** • „It works best when one person speaks at a time — adapt the flow of conversation to it.“

## Catch up when late

It shouldn't happen, but if you join a few minutes late, Copilot summarises what has been discussed so far.

**PRO TIP** • „Be on time.“

## Open questions

Questions get raised and forgotten. Ten minutes before the end, ask Copilot what is still unanswered.

„Which questions have been raised in this meeting and not yet answered?“

## AFTER THE MEETING

## AI summary

Use the Facilitator's Loop component as the summary including follow-up tasks, and the Planner agent to distribute them.

**PRO TIP** • „Create custom AI summaries for your recurring meetings.“

## Audio recap

Listen to the essentials as an audio summary instead of watching the recording.

**PRO TIP** • „You can select several meetings at once.“

## Reuse the transcript

Turn the transcript into new documents — a project status meeting becomes the status report in Word directly.

**PRO TIP** • „Use Edit in Copilot to apply your own templates.“

## Follow-up message

Let Copilot handle the follow-up: emails or Teams messages to the people who need to act.

**PRO TIP** • „Reference the meeting and the related files so Copilot has the full picture.“