



MOTORCYCLING NEW ZEALAND INC.

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MICROSOFT TEAMS Guide for Meeting Organiser

This guide explains what the meeting host or Chair should do before, during and after an online meeting. It also covers recording, minutes, distribution and filing.

Before the meeting

- Schedule the meeting in Teams and send the invitation early
- Include an agenda and any papers people need to read.
- Check the date, start time and expected finish time.
- Open Meeting options and check that meeting chat is available.
- Choose who can present and who can record or transcribe.
- If appropriate, turn on Record and transcribe automatically.
- Decide who will prepare the notes or minutes.
- Open Teams early and test the microphone, speakers and camera.

Recording and privacy

- Record meetings where it is appropriate
- Consider whether recording is suitable before recording sensitive or confidential discussion.
- Tell everyone before recording and transcription start.

Suggested wording

"This meeting will be recorded and transcribed to help prepare an accurate meeting record. The recording, transcript and minutes will be handled as MNZ records. Please let the Chair know now if you have any concern."

At the start of the meeting

- Welcome everyone and check that people can hear and be heard.
- Record who is present, apologies and any guests.
- Advise everyone before recording or transcription starts.
- Remind everyone to stay muted when not speaking.
- Explain how to use Raise hand and meeting chat.
- Confirm the agenda and expected finish time.
- Ask for any conflict of interest relevant to an agenda item.

Start recording and transcription

- In the meeting controls, select More actions (•••).
- Select Record and transcribe.
- Select Start recording or Start transcription, depending on the options available.
- Check that the recording or transcription notice appears.
- If these controls are unavailable, take clear written notes and contact MNZ Administration if help is needed.



During the meeting

- Follow the agenda and keep discussion on the subject
- Give everyone a fair opportunity to contribute
- Avoid people speaking over one another
- Clearly state each decision before moving on
- For every action, record what must be done, who is responsible and the due date
- Note matters that must go to the Board, a commission or MNZ staff
- Monitor the meeting chat for questions, links and supporting information

Before ending the meeting

- Summarise the decisions made.
- Read back actions, responsible people and due dates.
- Confirm any confidential matters.
- Confirm the next meeting date if known.
- Ask whether there is any final business.
- Tell attendees when they can expect the notes or minutes.
- Stop the recording and transcription.

After the meeting

Find the meeting record in Teams

- Open the meeting chat, or open the meeting from Calendar.
- Open the Recap tab. You may need to select + to find it.
- Review the recording, transcript, chat and attendance information that is available.
- Use the transcript to check names, decisions and actions.

Create draft notes or minutes with Teams

If Copilot is available and a transcript was saved:

- Open the meeting chat or Recap tab.
- Select Open Copilot.
- Ask: "Draft meeting minutes with attendees, apologies, key discussion points, decisions, actions, owners and due dates."
- Ask: "List questions or matters that were not resolved."
- Copy the draft into a Word document.
- Check the draft against the recording, transcript, agenda and your own notes.

Important

If Copilot is not available, prepare the minutes using the recording, transcript, chat and written notes. Any Teams-generated content is a draft and must be checked by a person.

The final minutes should include

- Meeting name, date, start time and finish time.
- Chairperson, attendees, apologies and guests.
- Declared conflicts of interest.
- A short, neutral summary under each agenda item.
- Every decision or resolution.
- Each action, responsible person and due date.
- Matters referred to the Board, a commission or MNZ staff.

Check, distribute and file the minutes

- Check names, dates, decisions, actions and due dates carefully.
- Ask the Chair or nominated person to review the draft.
- Mark the document Draft until it is confirmed or approved.
- Send the minutes to everyone who attended and to apologies where appropriate.
- Send them to anyone with an action or who needs the information.
- Do not send confidential content to unauthorised people.
- Send the final notes or minutes to MNZ Administration for the official file.
- Use a clear file name with the meeting name and date.

Action follow-up

- Maintain an action list with the action, owner, due date and status.
- Send reminders where needed.
- Place unfinished actions on the next agenda.
- Close an action only when it is agreed to be complete.

Other good practice for hosts

- Use a clear agenda and realistic timing.
- Appoint a co-organiser for important meetings.
- Use the lobby when attendance needs to be controlled.
- Do not discuss personal, disciplinary, legal or highly sensitive matters in an open meeting chat.
- Create a separate confidential record where required and restrict distribution.
- If technology fails, continue only if an accurate written record can still be made.
- Report serious technical, privacy or record-keeping problems to MNZ Administration.

Host closing checklist

- Recording and transcription stopped.
- Decisions and actions confirmed.
- Recording, transcript and chat reviewed.
- Minutes checked by a person.
- Minutes distributed to the correct people.
- Final copy sent to MNZ Administration.
- Action list updated.