

## Microsoft Teams use case: 5: Groups and Committees across Campus

### Applicable to

- Applies to UCT servicing officers and chairs of UCT groups or committees.
- Applies to members of UCT groups or committees.

### When to use

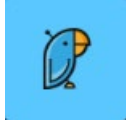


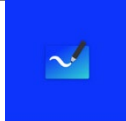

- Use when servicing officers and/or chairs of groups or committees want to create or enhance a Microsoft Team to facilitate their collaboration and meetings within their group or committee.
- Use when members want to learn good practices when using Microsoft Teams to collaborate with fellow committee/group members in meetings, chats or other activities within the Team created by their chair or servicing officer.


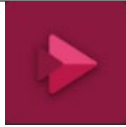

### Description

This covers the case in which staff and students in groups and committees across Campus (e.g. Students Representative Council, Employees Union, Sports teams, etc.) use Teams when working towards a common goal: to facilitate the organisation of their group, and to coordinate, track and document their communications, meetings and activities in one place, to ensure that they work effectively and efficiently.

### Tools and tabs recommended

#### Tools recommended

Icon	Tool	Used for:
	Polly	<ul style="list-style-type: none"> <li>• Quick informal polls during committee/group meetings.</li> <li>• Gauging member views quickly and providing a report within the meeting.</li> </ul>
	Microsoft Forms	<ul style="list-style-type: none"> <li>• More comprehensive, formal and/or extended surveys/questionnaires to be sent to the committee/group outside of meetings.</li> </ul>
	OneNote	<ul style="list-style-type: none"> <li>• Taking informal/formal notes during or after meetings</li> </ul>
	Whiteboard	<ul style="list-style-type: none"> <li>• Brainstorming during discussions or workshops</li> </ul>
	Wiki	<ul style="list-style-type: none"> <li>• Documenting proceedings during or after meetings</li> </ul>

	Glossary	<ul style="list-style-type: none"> <li>Providing a standard set of terms/acronyms and definitions for use within the committee/group to ensure shared understanding</li> </ul>
	Stream	<ul style="list-style-type: none"> <li>Manage recordings of meetings</li> </ul> <p><b>Note:</b> Permissions to <a href="#">meeting recordings</a> should be managed to ensure that they are only made available to those authorised to access them.</p>
	Website	<ul style="list-style-type: none"> <li>See <a href="#">Tabs recommended</a> section below.</li> </ul> <p><b>Note:</b> Only secure links (i.e. HTTPS) may be added.</p>

### Tabs recommended

Title	Description	Used for:
Governance Intranet	Link to the Governance Intranet: <a href="http://governance.uct.ac.za">http://governance.uct.ac.za</a>	<ul style="list-style-type: none"> <li>Storing meeting agendas, minutes, supporting documentation for official UCT committees</li> </ul>
<other links to websites>	<websites related to the committee or group>	<ul style="list-style-type: none"> <li>Providing resources/information to support the activities of the committee/group outside of those provided by Microsoft Teams</li> </ul>

### Channels recommended

#### Examples of Channels for groups/committees

Channels should be created based on the committee or group's specific needs (such as by topic, discipline, or subject). However, examples of types of channels that you could create are:

- General Channel for general discussions, operations, miscellaneous items;
- Private Channel for private collaboration or discussions, e.g. for chair and servicing officer to finalise minutes, agendas and supporting documentation;
- Meetings Channel;
- Sub-committee or related working group Channel, if applicable.

#### Good practices for using channels

Some good practices are listed below, but for a full list of good practices, please see the Channels section in the [Good practices guide for Microsoft Teams](#).

Area	Practice/s
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Naming of Channels	Ensure that you use a reliable and agreed naming convention for Channels that will be sustainable in the long run within the team.
Permissions in Channels	Can schedule meeting <a href="#">permissions</a> in channels to limit and manage access to <a href="#">meeting recordings</a> to ensure that only those permitted to access recordings can access them.
Private Channels	Private channels may be used in committees for private discussions between two or more members of the committee. <b>Note:</b> Polly and certain other tools don't work in private channels.

## Features

- [Hand raise](#)
- [Chat](#)
- [Attendance count](#)
- [Meeting roles](#)
- [Meeting recordings](#)
- [Manage committee documentation](#)
- [Engaging with external parties/guests](#)
- [Confidentiality and security](#)

## Related tips, tricks and FAQs

- [Meetings FAQ](#)
- [Confidentiality and security](#)
- [Manage your meetings using Teams](#)
- [Meeting roles](#)
- [Permissions](#)
- [Tips and tricks](#)
- [Teams at UCT](#)