

# Microsoft Teams - Advice for virtual Meetings

**This is general guidance for virtual meetings including MDT meetings. If you wish to deviate from this, please seek advice from your Organisation's IG Team.**

## 1) Schedule:

- Log in to Teams
- Schedule a virtual meeting from your calendar and invite the required attendees

## 2) Share and discuss:

- If you need to record the meeting for transcript purposes, ask participants if they agree to record the meeting and click record
- Discuss agenda points remotely with attendees
- Share and collaborate on data in real-time with internal or external colleagues
- Clearly state that no copies of the recording should be downloaded

## 3) Record and revisit:

- If the meeting was recorded, store the recording for transcribing in a secure area
- Write up and distribute meeting minutes as required

## 4) Delete:

- Delete the recording in line with record retention policy so that PID and the recording is not stored in Teams or elsewhere beyond the expected use (for transcript purposes only)
- Ensure the recording is deleted. Be aware that the meeting organiser or whoever initiated the recording is the only person able to delete the recording
- For more information on Teams recording, click on the video [MS Teams Recording](#) or copy and paste the link into your browser <https://support.nhs.net/knowledge-base/ms-teams-recording-2/>

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=282>