

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>