

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.“



Pascal Brunner-Nikolla



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.“