

The state of modern meetings

How and why employees meet is important. With an average worker attending 10 meetings per week, Microsoft commissioned a research report to learn how the modern worker is meeting today.

Dive into the data around how organizations of all sizes meet.

Meetings by the numbers



Average meetings a week

10

Gen X: 10.8

Millennial: 9.7

Boomer: 9.8



Average meeting time

51 minutes



How people meet today

56% purely virtual or a combination of virtual and in-person

44% in-person only

Why people are meeting

Status	Collaboration	Sharing	Customer	Formal
27%	22%	19%	18%	12%
Review, planning and reporting	Brainstorming, ideation and problem solving	Knowledge transfer, training and development	Sales, support and service	All-hands, town hall, presentations
Average length: 57 mins	67 mins	Average length: 63 mins	Average length: 69 mins	Average length: 80 mins
Average # of attendees: 11.6	Average # of attendees: 11.2	Average # of attendees: 12.1	Average # of attendees: 10.5	Average # of attendees: 86
Less likely to have an agenda	High level of interaction	Less likely to email materials in advance	Most likely to have outside org attendance	Lowest level of interaction



Tools collaborative meetings leverage:

1. Documents
2. Email
3. Calendar
4. Notes
5. Whiteboard



Generations approach meetings differently

Millennials	Boomers	Gen-X
37%	81%	62%
Always/mostly turn on video in meetings	Use pen and paper in meetings	Attend meetings in-person

Common meeting pain points

Attendees unprepared	Late attendees	Difficult to schedule	Don't start on time	Hard to share content	Lack of follow-up action items
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Meet better with Microsoft Teams

Scheduling assistant	Chat with attendees	Video	Meeting notes	SharePoint and OneDrive sharing	Audio conferencing	Meeting notification	Desktop sharing
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Microsoft Teams Meetings enables you to be more prepared, maximize your time, and stay more engaged, by leveraging the power of AI.

[Learn more about how Microsoft Teams Meetings can help make you meet better: https://aka.ms/meetbetter](https://aka.ms/meetbetter)

Meet better with Microsoft Teams Meetings

When you spend over 25% of your work week in meetings, changing how you meet can make a big impact. Microsoft commissioned research to better understand the challenges of modern meetings and how people meet today.

Learn how Teams Meetings can help you collaborate in more immersive ways.

Meetings can be hard to schedule, structure, and start



55%

Found it difficult to schedule a meeting



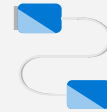
54%

Reported technical glitches for remote users



46%

Of meetings lack an agenda



42%

Poor or inadequate AV resources

Meeting productivity and satisfaction is low



57% felt meetings were unproductive



59% unsatisfied with meetings

Meetings lack follow-up



45%

No meeting minutes are shared



51%

No follow-up on action items

Remote participants can feel isolated



44%

of meetings are in person



56%

of meetings include at least 1 remote attendee

38%

of remote attendees join via mobile

22%

of remote attendees use video in meetings



Microsoft Office365



Microsoft Graph



Microsoft Cortana

People want more intelligent meetings

60% of respondents want meetings to utilize Artificial Intelligence to meet better

Meet better with Microsoft Teams



Scheduling assistant



Chat with attendees



Video



Meeting notes



SharePoint and OneDrive sharing



Audio conferencing



Meeting notifications



Desktop sharing

Meet more confidently

Join a meeting with others without the technology getting in the way

Be more prepared

Organize your day, review meeting notes, chat offline with others, and follow up on action items

Maximize your time

Discover, organize, and share relevant content to increase your productivity during a meeting

Stay more engaged

Bring your meeting to life by expressing you and your surroundings when you are remote



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