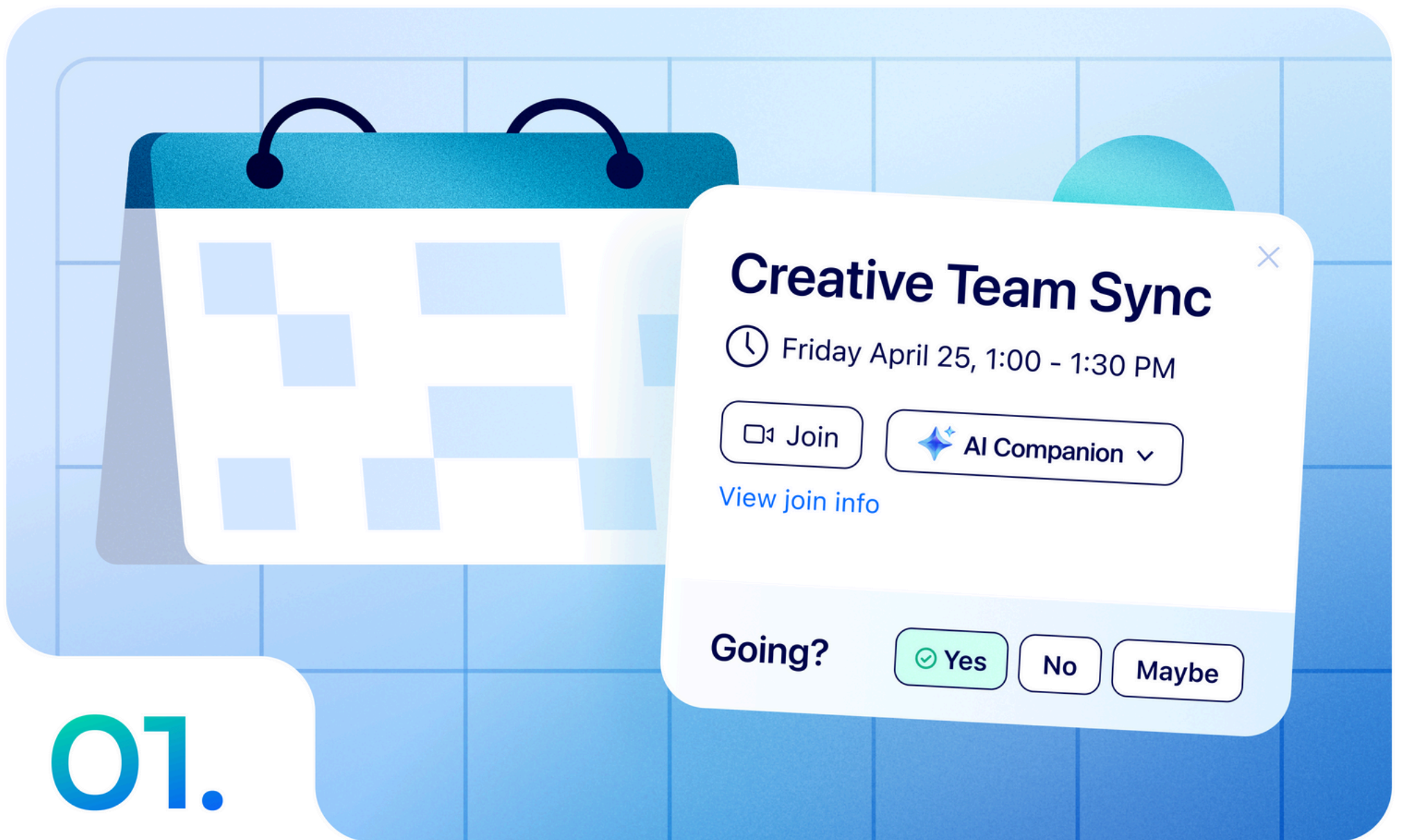


zoom

# **8 steps for better collaboration beyond meetings**







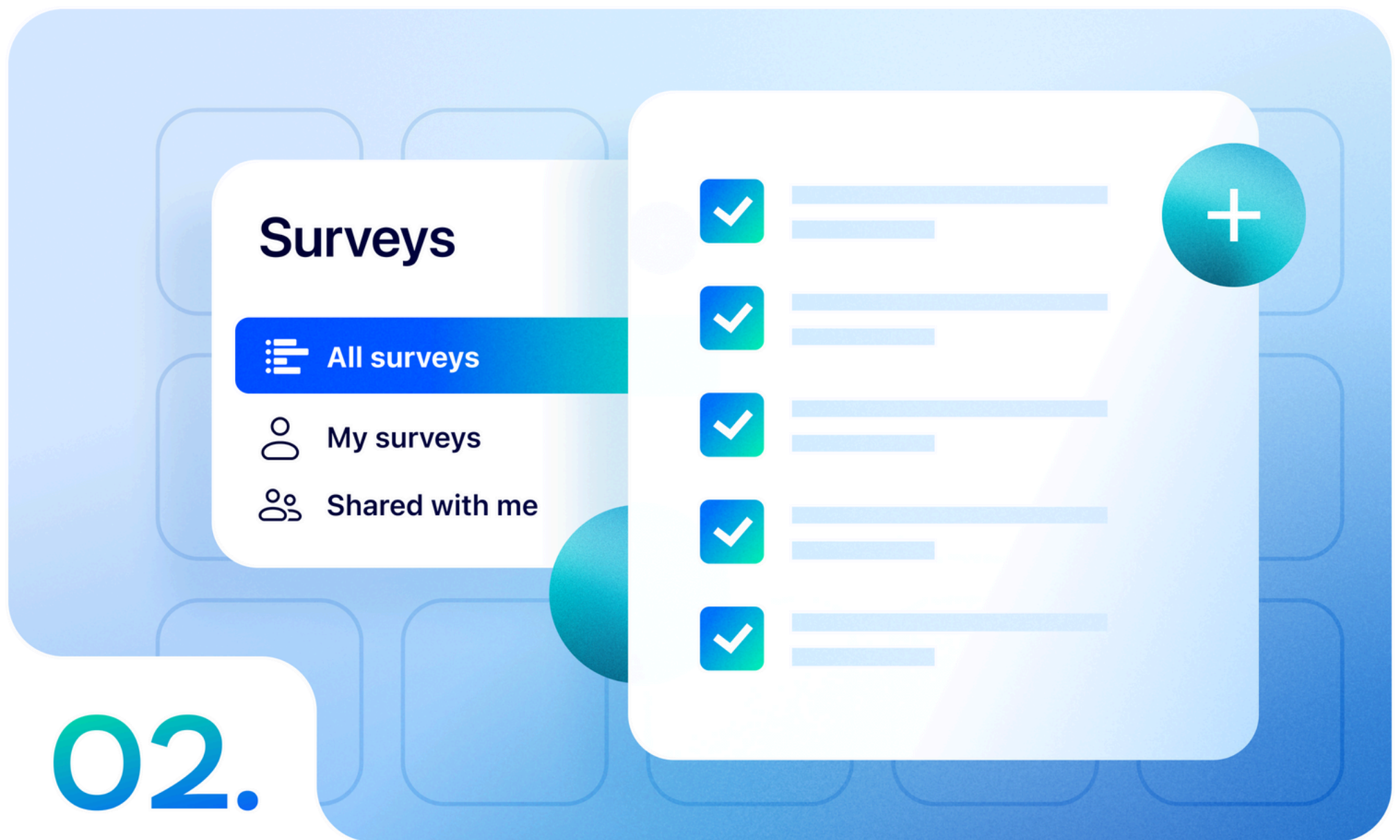
01.

## Schedule your meeting

Add your agenda and attach any whiteboards or relevant files. Don't forget to enable **continuous meeting chat!**



Start a meeting from an existing Zoom Doc for quick, easy collaboration.



## 02.

# Gather input

Launch a **pre-meeting survey** to gather input on project priorities or gauge your team's level of understanding of a topic. Use the results to **shape your agenda** and discussion items.





+ Write a message or type / for more



03.

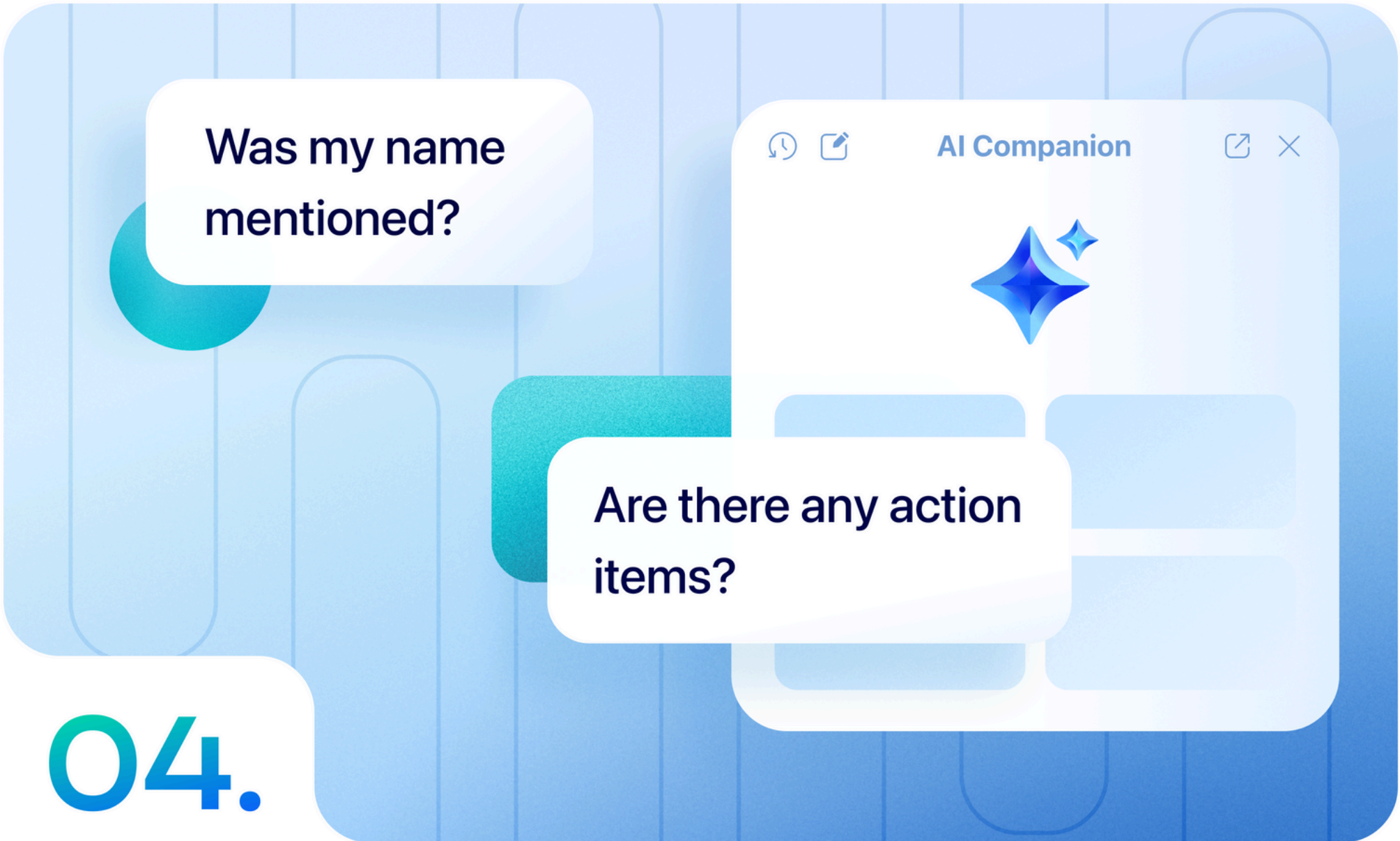
## Start the conversation

Send a chat message to all invitees directly from the Meetings tab with questions or resources they can use to prepare for the meeting.



Keep the conversation in one place by messaging your attendees in the [continuous meeting chat](#) channel in Zoom Team Chat. This chat channel will be accessible before, during, and after your meeting.





Was my name mentioned?

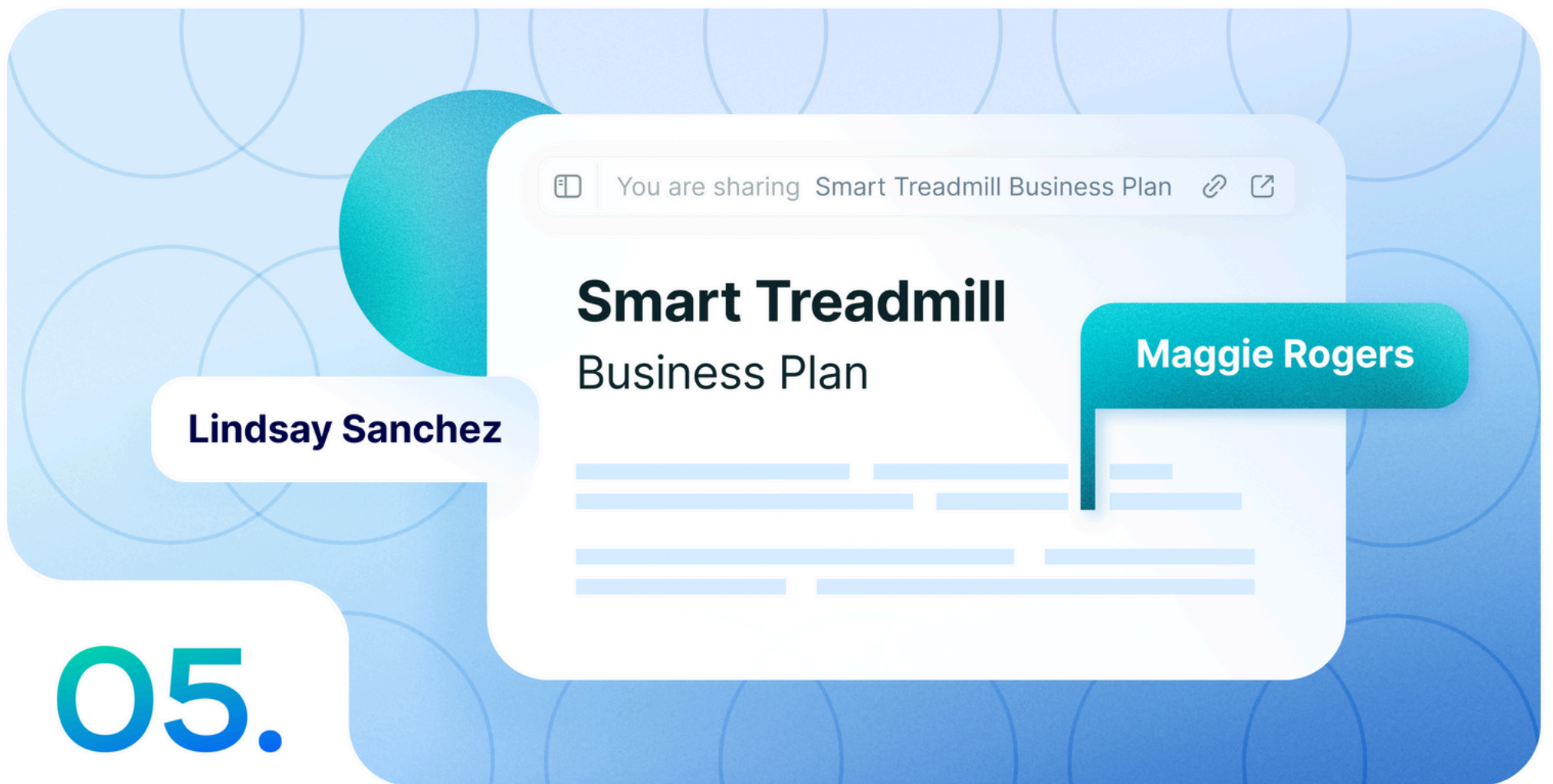
Are there any action items?

04.

## Power meetings with Zoom AI Companion

**Turn on Zoom AI Companion** for AI-powered note-taking to save time and focus on the meeting discussion. Ask it questions about the meeting like, “Was my name mentioned?” or “What are the action items?”





05.

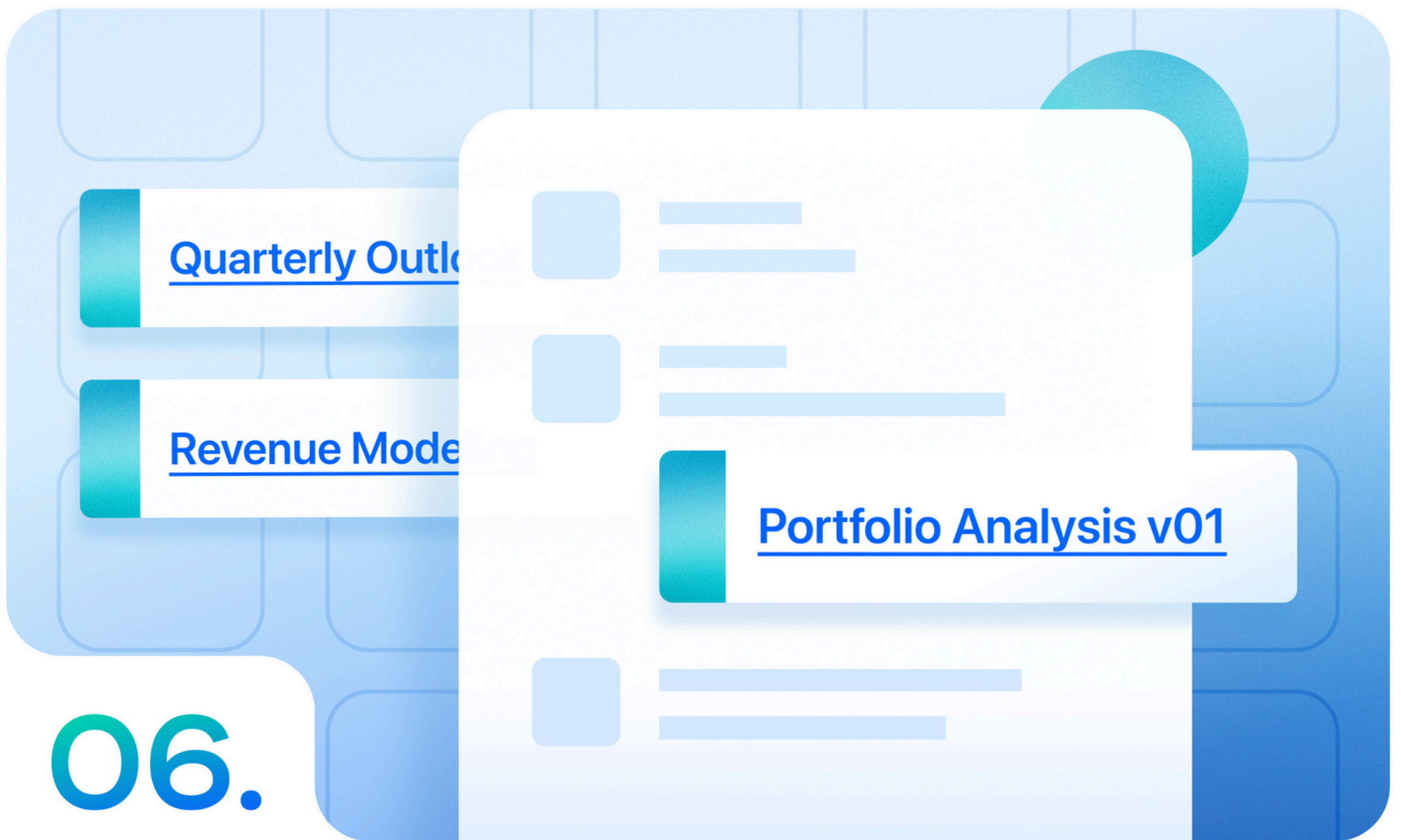
## Collaborate and manage projects

Share and collaborate on Zoom Docs, Zoom Whiteboards, or third-party documents directly in the meeting. Use Zoom Docs to document the status of items discussed in the meeting and keep everything in a single collaborative space.



Have AI Companion populate the Zoom Doc for you with meeting information and summaries.





06.

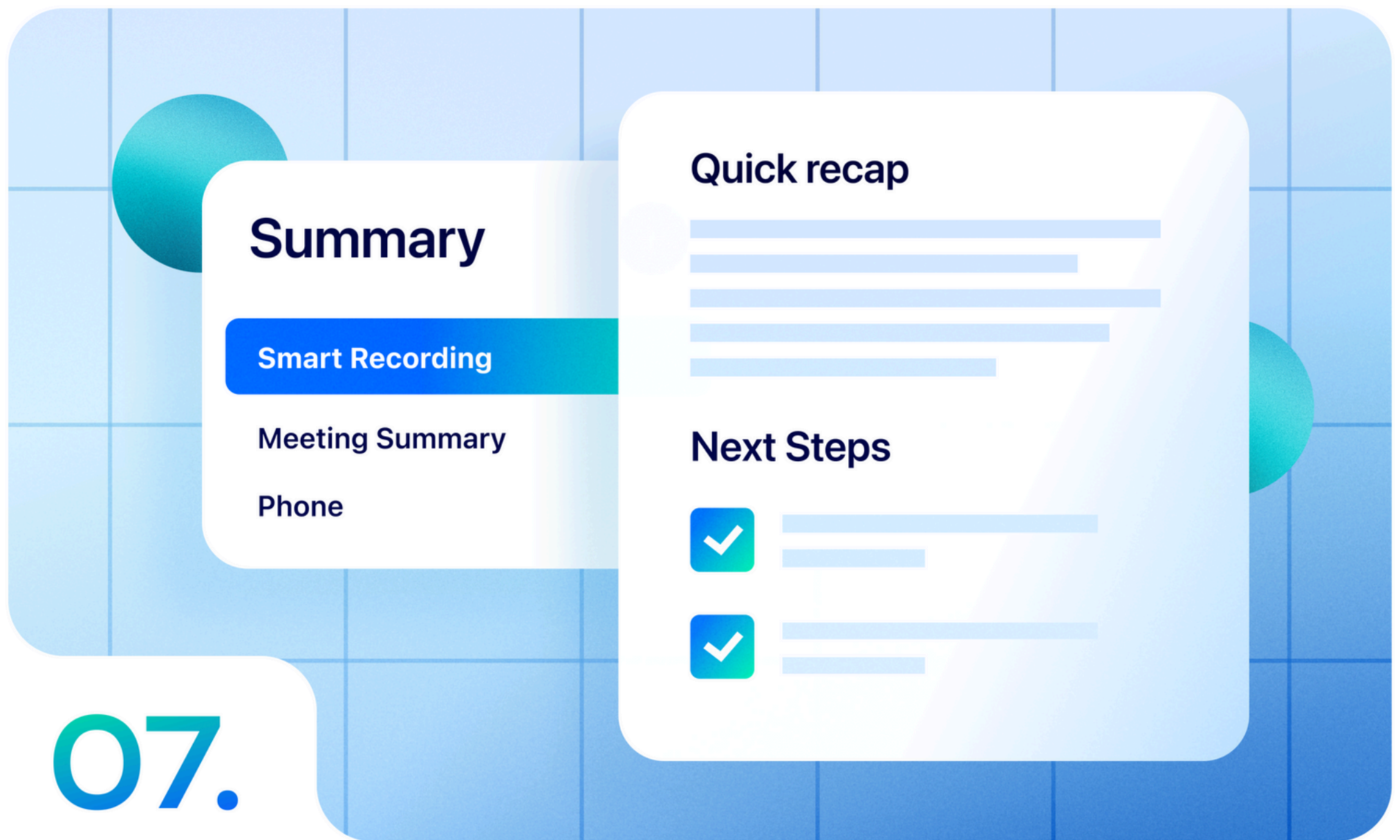
## Find your files

Check your continuous meeting chat channel to find all the files that were shared during the meeting.



Click the resources tab to see all the files from your meeting in one place.





07.

## Keep work moving

Continue the discussion in your continuous meeting chat, following up on questions or action items from the meeting. Review the **smart recording** with AI-generated meeting highlights and coaching tips to help improve your skills.



A video player interface is shown, featuring a large play button in the center of a light blue video frame. Above the frame are three smaller, empty rectangular boxes. Below the frame is a progress bar with a green indicator and a timestamp of 6:57. A full-screen icon is visible in the bottom right corner of the player.

08.

## Get caught up

For those who missed the meeting, it's easy to catch up on what was discussed. Look for the smart recording and AI Companion meeting summary in the continuous meeting chat channel and the meeting card.



The Zoom logo consists of two overlapping circles. The top circle is a light blue color, and the bottom circle is a slightly darker blue color. They overlap in the center, creating a darker blue area.

zoom