

OPTIMISING ZOOM AI FOR COMMITTEE MEETINGS

To maximise Zoom AI's output, you'll need to consider the room setup, audience capture and post-meeting workflow. This is especially important for larger or hybrid meetings.

It's a good idea to assign an AI Operator/Chair to your meeting. This person will be responsible for prompting the AI during the meeting and ensuring that conversation is clear and structured.

Attach this guide to your meeting invite or agenda to make sure everyone is apprised of what to do (and what to avoid).

THINGS TO REMEMBER

- Join the meeting using a Zoom Room device (if possible), or have one dedicated laptop per room.
- Use microphones supplied in the meeting room where possible (especially if it's a large room).
- Encourage structured conversations with clear turn-taking.
- State names and dates when assigning tasks (e.g. "Anna will circulate the draft by Wednesday").
- Use AI during the meeting (not just after) – you can ask the AI to list actions and recap conversations at any time.
- Create and follow a meeting agenda, anchoring discussions to different sections (e.g. "Moving onto agenda item 2: budget").
- If people are joining online, make sure the room mic is the primary audio input.
- Mute remote participants when they're not speaking to reduce transcription noise.

THINGS TO AVOID

- Allowing multiple people to join the meeting from their own laptop in the same room.
- Use a laptop microphone in a large room with a large group of people (it'll struggle to capture everyone's voices).
- Using vague references to assign actions (e.g. "Can you do that?").
- Cross-talk or have side conversations (AI will have trouble keeping up).