

Wednesday



MEETINGS

11:30am

To take advantage of being in the office, Preeti schedules a casual coffee break to get to know a new team member.



COLLABORATE

3:00pm

Preeti needs to focus on completing the PowerPoint deck in time for tomorrow's customer sales pitch, so she sets her Teams status to do not disturb for the next 2 hours.

Preeti uses @mentions and comments in the presentation to tag team members to add more information.

MEETINGS

10:00am

Preeti attends the monthly Town Hall. She leaves comments and questions in the Yammer feed and, tags team members in discussion, and shares links to more information.



MEETINGS

1:00pm

Preeti meets with her team in a conference room and uses whiteboards to brainstorm ideas for a customer sales pitch tomorrow. A team member takes notes and starts capturing ideas in a PowerPoint presentation that Preeti already uploaded to the SharePoint team site document library.

