

# **Product Feature Comparison Report: Zoom vs Google Meet vs Microsoft Teams**

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## **1. Introduction**

This report provides a comprehensive comparison of three major video-conferencing platforms: Zoom, Google Meet, and Microsoft Teams. The objective is to analyze their features, strengths, weaknesses, and suitability for different organizational needs. This document also includes placeholders for visuals (charts/tables) generated from sample datasets created during analysis.

## **2. Methodology**

Data for this report was compiled from official product documentation, published reviews, and feature matrices. A structured sample dataset was created to compare core functionality such as participant limits, meeting durations, breakout room support, AI capabilities, and collaboration tool integrations. Visual charts were produced from this dataset and can be inserted in the placeholders provided.

## **3. Feature Comparison Overview**

The table below summarizes major features across Zoom, Google Meet, and Microsoft Teams. A detailed breakdown follows in the subsequent sections.

## **4. Detailed Analysis**

### **4.1 Core Meeting Features**

All three platforms provide core meeting functionalities such as screen sharing, live captions, and breakout rooms. However, breakout room availability in free plans varies slightly, with Zoom and Google Meet offering more flexibility compared to Microsoft Teams.

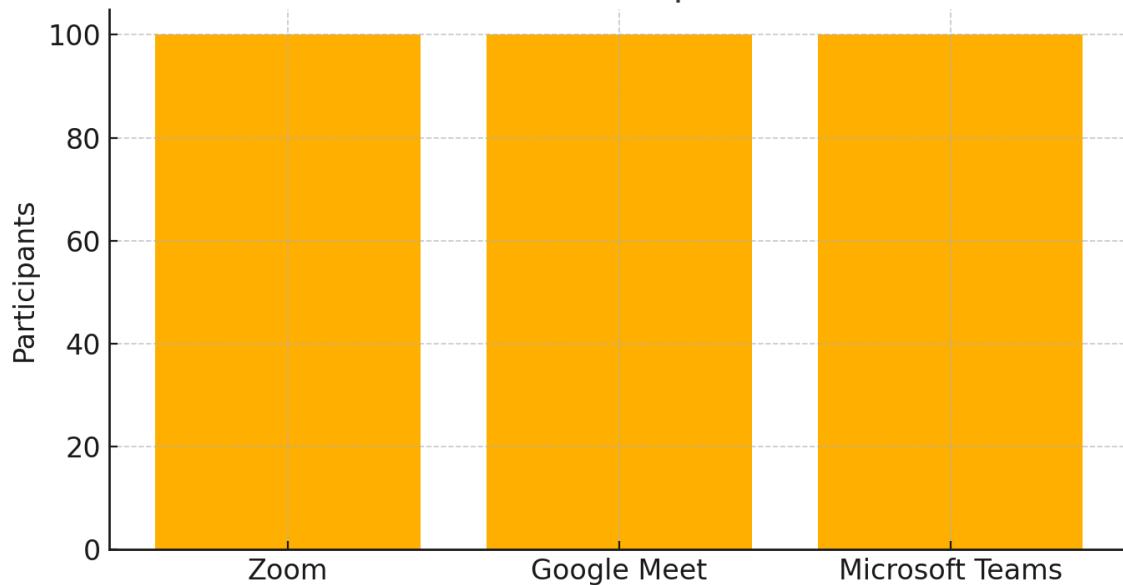
### **4.2 Recording & Transcription Capabilities**

Recording meetings is essential for training sessions, webinars, and documentation. Zoom allows local recordings in its free plan but requires a paid plan for cloud recordings. Google Meet and Microsoft Teams generally restrict recording features to paid subscription tiers.

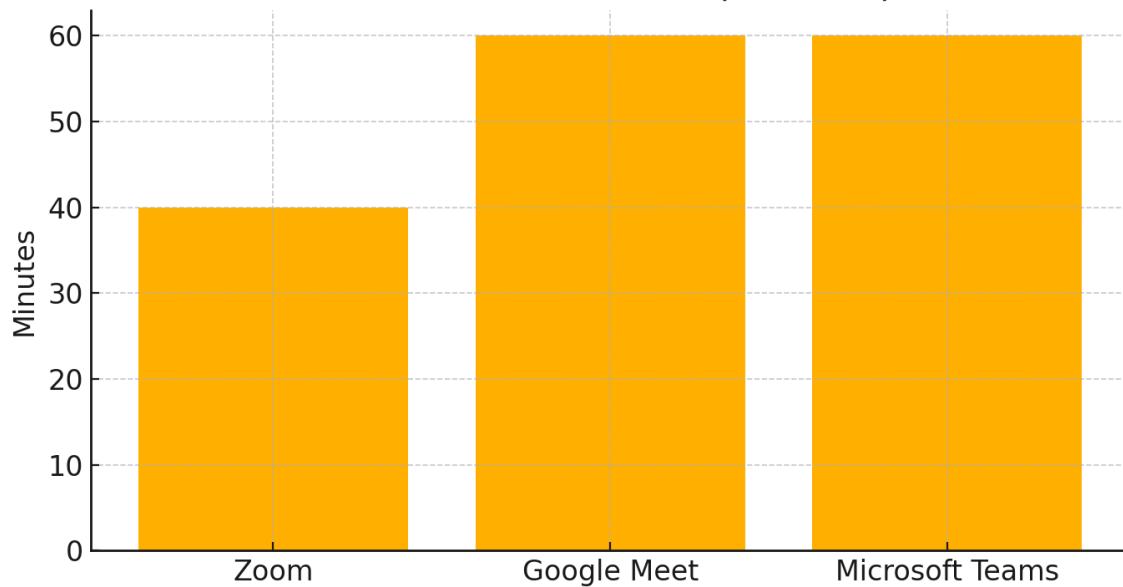
### **4.3 Participant Capacity & Meeting Duration**

The free-plan participant limit across all platforms is 100. However, Zoom imposes a 40-minute duration restriction on group meetings, while Google Meet and Microsoft Teams allow up to 60 minutes.

### Free Plan Participant Limit



### Free Plan Time Limit (minutes)



#### 4.4 Ecosystem Integration & Collaboration Tools

Microsoft Teams is strongly integrated with Microsoft 365, making it ideal for internal organizational collaboration. Google Meet excels in simplicity and is tightly integrated with Google Workspace tools such as Gmail, Calendar, and Drive. Zoom, while primarily meeting-focused, offers growing collaboration features through its Zoom Workplace ecosystem.

## **4.5 AI Capabilities**

AI features are an emerging differentiator. Zoom's AI Companion provides meeting summaries, notes, and upcoming enhancements like avatar generation. Google Meet integrates AI capabilities within Workspace subscription tiers. Microsoft Teams benefits from Microsoft Copilot, offering deep AI integration across the suite.

## **5. Strengths and Weaknesses**

### **Zoom**

Strengths:

- Best for large webinars
- Extensive meeting features
- Strong AI roadmap

Weaknesses:

- 40-minute free plan limit
- Less native office-suite integration

### **Google Meet**

Strengths:

- Easy to use
- Integrated with Google Calendar/Gmail
- Good for quick meetings

Weaknesses:

- Advanced features require paid Workspace subscription
- Fewer webinar-focused tools

### **Microsoft Teams**

Strengths:

- Excellent for internal collaboration
- Deep integration with Microsoft 365 tools
- Strong chat + meetings + files ecosystem

Weaknesses:

- Heavy interface
- Learning curve for new users

## **6. Recommendations**

For small teams using Google tools: Google Meet is recommended.

For training sessions, classes, and external webinars: Zoom is ideal.

For organizations using Microsoft 365: Microsoft Teams provides the most value.

## **7. Conclusion**

Each platform excels in different aspects, and choosing the right one depends on organizational workflows, budget, and integration needs. This report provides the foundation for informed decision-making.