[customer name]

Microsoft Teams Application  
Enterprise Envisioning Workshop

[day, date]

[your company]

[address]

[city], [state]

[url]

Driven by business priorities, this session is an opportunity to align the capabilities of Microsoft Teams applications with [customer name]’s strategic objectives.

We’ll begin by discussing [customer name]’s collaboration environment and work processes, and seek to understand the opportunities which might be helped with Teams applications. We’ll then demonstrate some Microsoft Teams applications to show what’s possible on the Teams and Microsoft 365 platform. We’ll then work as a group to identify possible use cases for Teams applications and their potential business impact.

[customer name] attendees:



[your company] attendees:



Enterprise Envisioning Workshop  
Agenda

[customer name]

|  |  |  |  |
| --- | --- | --- | --- |
| **15 min** | [presenter] |  | **Introductions** |
| **60 min** | [presenter] |  | **Discovery: [customer name] collaboration and work processes** Informal discussion of [customer name]’s use of Microsoft 365 and work processes that are or could be collaborative |
| **60 min** | [presenter] |  | **Microsoft Teams application overview** Demonstration of Microsoft Teams applications; creating and managing applications; integrating existing apps with Teams 00 Envisioning your Teams Application.pptx |
| **60 min** | [presenter] |  | **Envisioning** Whiteboard discussion of possible Teams or Microsoft 365 applications; approaches to development |
| **15 min** | [presenter] |  | **Next steps and wrap-up** |