Section 2:

|  | Microsoft Teams | ZOOM |
| --- | --- | --- |
| Feature |  |  |
| **Focus** | Microsoft Teams is focused on communication of chat, face-to-face video and audio conferencing, and ideal for organising business ideas . | Zoom is focused on audio and video conferencing |
| **Max no of participants in scheduled meetings** | 250( 1000 for live events) | 100 (1000 ) for enterprise |
| **Max no of videos on screen** | 5 | 49 |
| **Full integration with office 365** | Yes | No |
| **Background blur in video conferencing** | Yes | No |
| **Can take notes in chat** | Yes | No |
| **Breakout room** | No | Yes |
| **Live captions** | Yes | No |

Section 4:

We found Microsoft Teams to be more user friendly and have more collaborative features than zoom.Unlike Zoom, in Microsoft teams we have our meeting time displayed on the screen . We can also add notes about the meeting in the chat and have other members view them distinctively.Teams also has a whiteboard feature which Zoom does not offer. Teams allows us to send messages as important or urgent based on our requirement , which was again missing in Zoom. Only zoom feature we thought was better than Microsoft Teams is the breakout room feature which allows you a small meeting room or a separate part of an internet meeting where a small group can discuss a particular issue before returning to the main meeting. Microsoft Teams allows users to integrate the meeting with office 365 which can be very useful.

Overall we think Microsoft Teams is a much better software and we would recommend it over Zoom.