

**From:** [Meeting Summary with AI Companion](#)  
**To:** [David Gibson](#)  
**Subject:** Meeting Summary for ETC - How To Use The New Zoom 2023 Features To Increase Learner Engagement  
**Date:** 16 October 2023 16:33:09



## Meeting Summary for ETC - How To Use The New Zoom 2023 Features To Increase Learner Engagement

Hi David Gibson,

Here's your meeting summary for ETC - How To Use The New Zoom 2023 Features To Increase Learner Engagement on 10/16/2023. This summary has been auto-generated. AI-generated content may be inaccurate or misleading. Always check for accuracy.

### Summary

#### Driving, Discussing, and Note-Taking

Paul and David had a casual discussion, with Paul sharing his experience of driving his wife's car. David introduced three new tasks and attempted to include others into the conversation. There was also a mention of Paul possibly attending a rave. The meeting focused on starting tasks, with David demonstrating a new feature of note-taking within Zoom during their training session. He explained how to access and use the notes feature effectively, emphasizing its benefits for both trainers and learners. David also clarified where these notes could be found, either on the Zoom desktop app or online. Additionally, he addressed a question about screen clipping, explaining how to create a clip and highlighting its potential for quick and easy communication with clients. David instructed Aziz to create a clip in the desktop app, giving him seven minutes to do so. There was a discussion about the location of the clips feature in the app, with some confusion about its placement. Gill inquired if they needed to leave the meeting to perform this task.

#### Technical Testing and Online Settings Review

David led a meeting where participants were asked to leave and rejoin multiple times, and various features were tested. Some participants faced technical difficulties, with Craig mentioning the need for their administrator to enable certain settings for them to see certain options. David recommended checking the Zoom online settings. Despite the issues encountered, David expressed satisfaction with the progress made.

#### Meeting Summarization and Duration Discussion

David explained the functionality of a tool that generates a summary of meetings, available to all participants. The summary provides a quick overview of the meeting content, especially for those who joined late or missed the meeting. David clarified that the summary is automatically produced once the host leaves the meeting and can be accessed on the web version of Zoom, provided the AI companion and summaries are turned on. Paul inquired about receiving the summary, to which David confirmed it would be emailed to the host. David and Declan discussed the duration of online training sessions and the possibility of a summary for an eight-hour training day. They agreed that the sessions should be broken down into smaller topics for a neater summary and preferred sessions to be around 75 minutes long.

### **Breakout Rooms With Poll Response Feature**

David demonstrated a new feature that allows users to form breakout rooms based on poll responses, a feature that could be employed to group participants with similar preferences. The team confirmed its effectiveness, noting that it could be used to enhance engagement and discussion. Additionally, David, Andy, and Gill discussed the use of timers and clips for managing breakout rooms, with Andy suggesting an AI companion could assist in directing latecomers to important information. The team agreed that this feature could be a useful tool, and they looked forward to exploring it further.

### **Next Steps**

- Participants should experiment with the Zoom clips feature and share their experience in the chat.
- Participants should check their Zoom settings and enable the clips feature if necessary.

**Edit**

Please rate the accuracy of this summary.



Best,

Zoom



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