TIEVA

TIEVA Guide

Intelligent Meeting Rooms

How AI Is Changing the Meeting Experience

Meeting rooms have moved on.
See what the next generation looks like.





AI Is Changing What a Meeting Room Can Do

Where you join a meeting from should not determine how well you can take part.

But when some people are in the room and others are attending remotely, the experience isn't always equal.

Your meeting rooms may already do the basics well. People can join a Microsoft Teams call, share a presentation and speak to colleagues elsewhere.

AI opens up new possibilities.

- Cameras can bring individuals into clearer view and follow the conversation.
- Audio processing can reduce distracting noise.
- Microsoft Teams can turn discussions into searchable transcripts.
- AI-generated notes and suggested actions.

For your people, that can mean more opportunity to contribute, less attention spent operating technology and more useful information to take into their next piece of work.

Help Everyone Be Seen and Heard

Think about a project meeting with colleagues around a table and others joining remotely. Expressions, gestures and contributions all help people follow the discussion.

AI can make that conversation easier to follow in three ways:

1. **Intelligent framing brings people into view.**
   Rather than showing a distant table, remote colleagues can see faces and expressions more clearly. Microsoft IntelliFrame is one example of this technology in Teams Rooms.

2. **Speaker and presenter tracking follows the discussion.**
   Cameras automatically adjust as speakers change or presenters move, reducing manual adjustments. Yealink IntelliFocus and Poly DirectorAI offer different approaches.

3. **AI audio processing keeps attention on speech.**
   Noise reduction suppresses distracting background sounds, making contributions clearer and reducing the need for repetition.



The aim is a meeting where everyone can follow the conversation and contribute, whether they're in the room or joining remotely.

Try this:

Join one of your rooms remotely. Can you see who's speaking, follow exchanges around the table and hear quieter contributions?



Turn the Discussion Into Something People Can Use

The value of a meeting continues after the call ends, from decisions that need action to ideas worth developing.

AI can make that information easier to capture and use:

> **Revisit who said what:** Speaker-attributed transcripts connect in-room contributions to individuals, making discussions easier to revisit.

> **Spend more attention on the conversation:** AI-generated notes in Microsoft Teams Intelligent Recap reduce the need for manual note-taking.

> **Find the next steps:** Suggested tasks provide a starting point for confirming actions and responsibilities.

> **Catch up with more context:** Searchable transcripts and meeting recaps help colleagues revisit key discussions without relying on someone else's memory.

For organisations investing in Microsoft 365 Copilot, clearly capturing in-room contributions gives AI better information and ensures those voices are included in the meeting record.

The opportunity is to make discussions easier to build on, with less time spent reconstructing what happened.

What Could AI Add to Your Meeting Rooms?

Start with the experience you want to improve. The right next step depends on what you already have and how people use it.

What Matters to Your Business?	What Could Improve?
Bringing expertise together across sites	Clearer views and audio that make it easier to follow and contribute to discussions.
Keeping meetings focused	Automatic camera adjustments that let people concentrate on the conversation.
Turning discussion into progress	Transcripts, notes and suggested actions that help teams pick up the next steps.
Making better use of your Microsoft investment	Room technology that captures clearer contributions for your AI tools to work with.
Making every meeting space work harder	Technology and room design shaped around the meetings people need to hold.

You may be able to improve your meeting rooms by enabling existing features or adjusting your setup. Other improvements may require new devices or a room redesign.

Before investing, test the experience with in-room and remote participants to ensure meetings are easier to follow and the outputs are useful.

Capabilities vary by device, Teams Rooms platform, licence and configuration. Check compatibility before purchasing.





Start With What Matters to Your People

Perhaps you want colleagues across sites to contribute more easily. Perhaps you're introducing Copilot, adding meeting spaces or planning a move.

TIEVA starts with those priorities. We work with Microsoft, Yealink and Poly to help you explore the technology choices that fit your people, your spaces and the way your business works.

Bring us a meeting room that could work better, a plan for a new space or a question about what AI could add. Together, we can explore where a more intelligent meeting experience could make a meaningful difference.

Ready to explore what your meeting rooms could do next?

Talk to TIEVA

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About TIEVA

TIEVA is a technology partner that starts with what matters to your business: your people, your priorities and what you want to achieve next. We bring together expertise across **Modern Workplace, Hybrid Cloud, Networking & Connectivity, Cyber Security, and Data & AI** to help you make informed decisions and improve how work gets done.

From choosing the right technology to integrating, managing and optimising it, we work alongside your team to connect today's needs with tomorrow's plans. Whether you're helping people collaborate, strengthening resilience or preparing for growth, we help you turn technology possibilities into practical progress.

Where technology meets what matters.

Learn more at tieva.co.uk

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