

Teams Meeting App

会议场景与开发实践



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Microsoft MVP

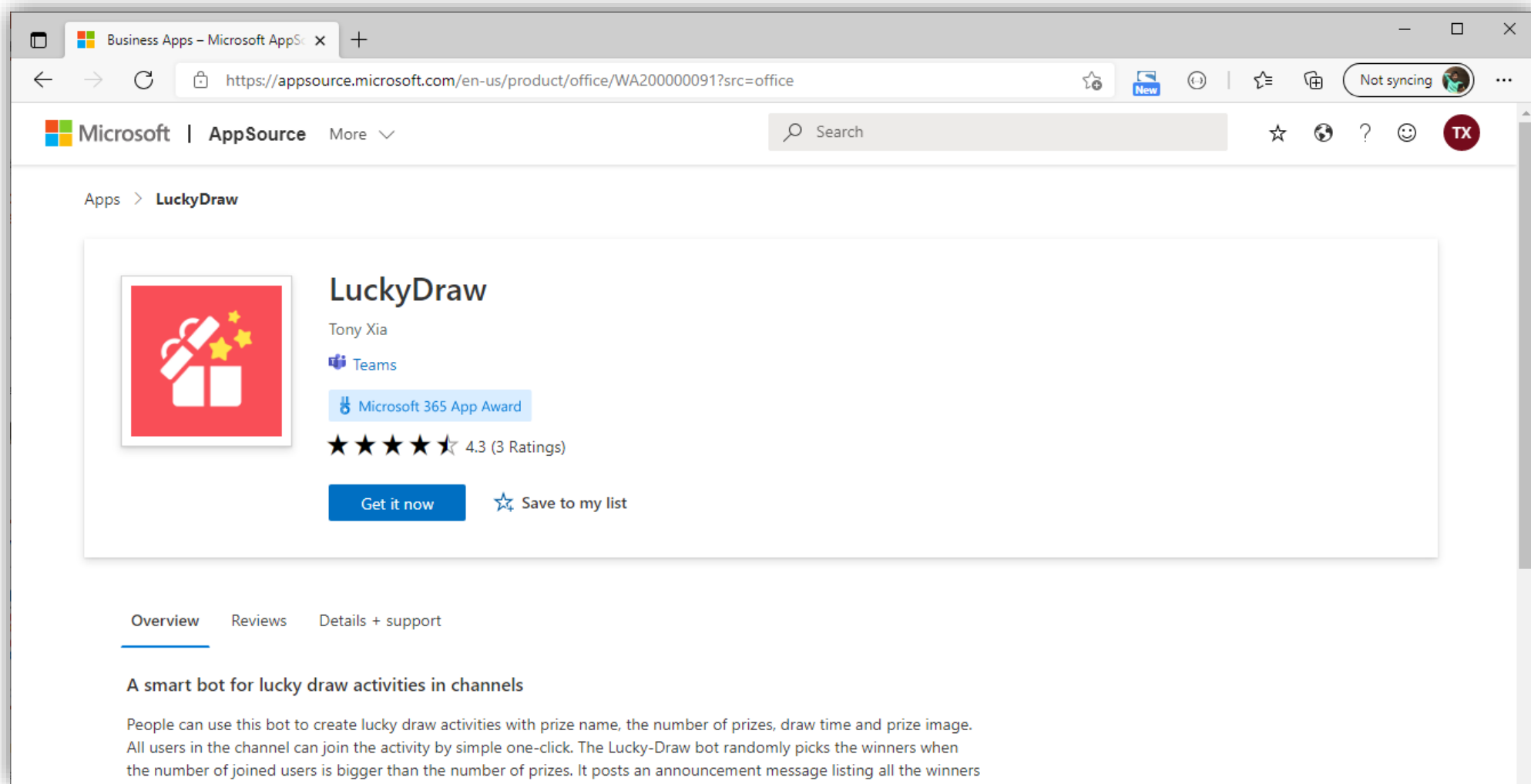
LuckyDraw 应用作者

自我介绍

- Microsoft MVP (Teams开发方向)
- 曾在微软和EMC工作
- 微软技术大会讲师：TechEd, Ignite, TechSummit, DevDays, AzureCommunity, Reactor
- 微软技术栈

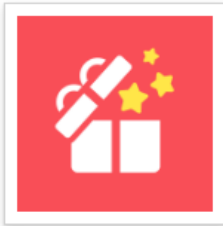


抽奖应用 LuckyDraw



The screenshot shows a web browser window displaying the Microsoft AppSource page for the LuckyDraw application. The browser's address bar shows the URL: <https://appsource.microsoft.com/en-us/product/office/WA200000091?src=office>. The page header includes the Microsoft logo, the AppSource logo, and a search bar. The main content area features the application's icon, which is a red square with a white gift box and yellow stars. To the right of the icon, the application name "LuckyDraw" is displayed in a large font, followed by the developer's name "Tony Xia" and the "Teams" logo. A blue badge indicates that the application is a "Microsoft 365 App Award" winner. Below this, the application has a rating of 4.3 stars based on 3 ratings. At the bottom of the application card, there are two buttons: "Get it now" and "Save to my list".

Apps > **LuckyDraw**



LuckyDraw

Tony Xia

Teams

Microsoft 365 App Award

★★★★☆ 4.3 (3 Ratings)

[Get it now](#) [Save to my list](#)

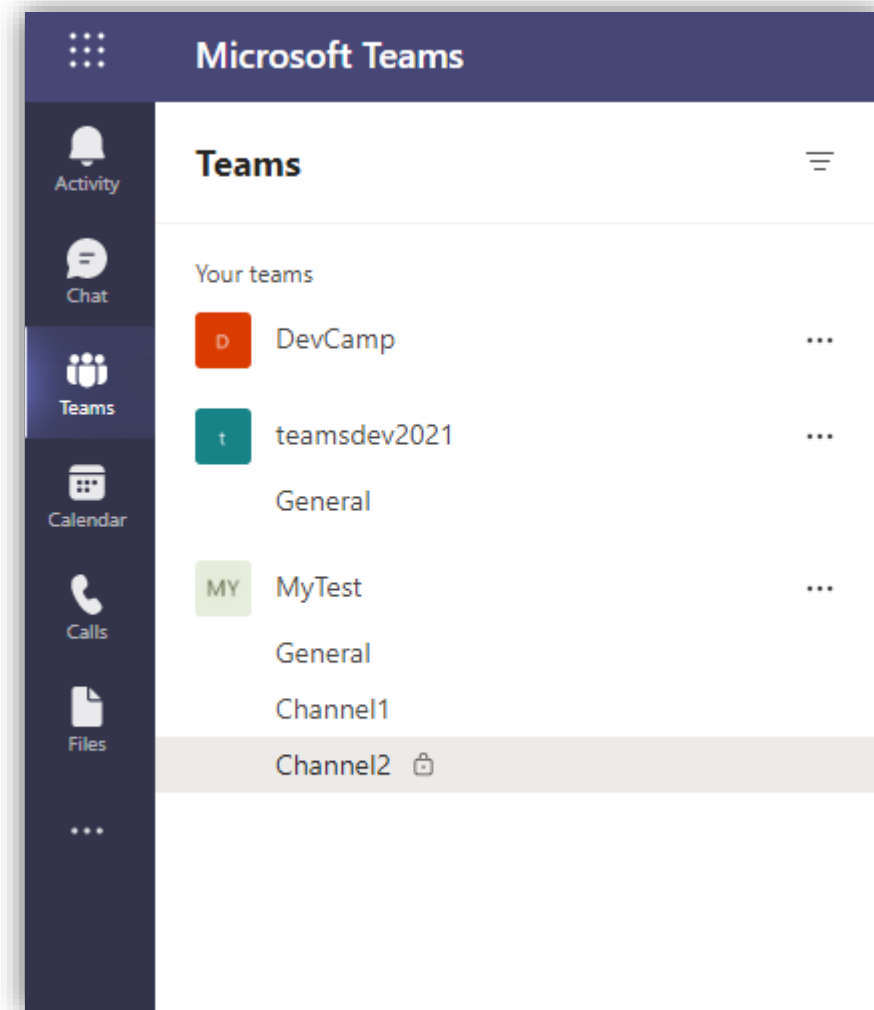
[Overview](#) [Reviews](#) [Details + support](#)

A smart bot for lucky draw activities in channels

People can use this bot to create lucky draw activities with prize name, the number of prizes, draw time and prize image. All users in the channel can join the activity by simple one-click. The Lucky-Draw bot randomly picks the winners when the number of joined users is bigger than the number of prizes. It posts an announcement message listing all the winners

Apps for Teams

- Team – 团队
 - Channel – 频道
- Group Chat – 群聊
- 1:1 chat / Personal Chat – 单聊
- Meeting – 会议
- App – 应用程序。可安装在：
 - Team
 - Group Chat, Personal chat
 - Meeting



针对Teams 会议的应用



会议前

The image displays two overlapping screenshots of the Microsoft Teams interface. The background screenshot shows a meeting preparation screen for a channel named "Weekly planning". At the top, there is a search bar with the text "Search or type a command". Below this, the channel name "Weekly planning" is displayed with tabs for "Chat", "Details", and "Files". A "Cancel meeting" button is visible, along with the time zone "(UTC-08:00) Pacific Standard Time".

The foreground screenshot shows a "Retrospective" view for the same channel. It features three draft cards for questions: "What went well?", "What didn't go well?", and "What did you learn?". Each card includes a lock icon, a user profile picture, and the text "Responses visible to all". Below each question is an "Edit" button and a "Post" button. The top right of this window has "Join" and "Close" buttons, and a search bar with "Filter" and "Find" options.

On the left side of the interface, a vertical navigation pane contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The bottom of the foreground screenshot shows a chat message: "Hi Team, Setting up time for weekly planning. Thanks, Daniela Mandera". Below the message is a link: "Join Microsoft Teams Meeting".

会议中

The image shows a Microsoft Teams meeting interface. At the top, the title bar reads "Weekly planning" and the timer shows "00:22:06". The meeting controls include icons for chat, participants, screen sharing, and a "Leave" button. The main area is a grid of video thumbnails for participants: Serena Davis, Aadi Kapoor, Babak Shammass, Charlotte de Crum, Krystal McKinney, Danielle Booker, and Ray Tanaka. A feedback pop-up is displayed over the Charlotte de Crum thumbnail, asking for input on "What went well?".

00:22:06

Weekly planning

00:22:06

Leave

Serena Davis

Aadi Kapoor

Babak Shammass

Charlotte de Crum

Krystal McKinney

Danielle Booker

Ray Tanaka

Contoso

Daniella is requesting feedback

What went well?

We were able to speed up the time it took us to build user interactions|

Submit

会议后

The screenshot shows a Microsoft Teams meeting retrospective interface. At the top, there is a search bar with the text "Search or type a command". Below this, the meeting title "Weekly planning" is displayed, along with tabs for "Chat", "Details", "Files", and "Contoso". A "Join" button and a "Close" button are visible in the top right corner. The main content area is divided into three columns, each representing a different retrospective question. Each column has a "Closed" status and "Responses visible to all".

Question	Responses	Participation
What went well?	8	100%
What didn't go well?	7	87%
What did you learn?	8	100%

Below the statistics, there are several text boxes containing user feedback. For "What went well?", users mention that the framework was easy to replicate and that pairing between infrastructure and core experience went well. For "What didn't go well?", users mention that incomplete specs and timelines were unreasonable, and that legacy code was difficult to understand. For "What did you learn?", users mention that making last-minute changes isn't worth the risk, providing context upfront improves message reception, and focusing on one task at a time increases efficiency.

会议中的参与者角色

- **组织者 (Organizer)**

- 组织者安排会议、设置会议选项、分配会议角色和启动会议。拥有用户Microsoft 365许可证 Teams只能是组织者，并控制与会者权限。会议组织者可以更改特定会议的设置。组织者可以在“会议选项”网页上进行这些更改。

- **演示者 (Presenter)**

- 演示者与排除的组织者具有相同的功能。演示者无法从会话中删除组织者或修改会话的会议选项。默认情况下，加入会议的参与者具有演示者角色。

- **与会者 (Attendee)**

- 与会者是受邀参加会议的用户。但与会者无权担任演示者。与会者可以与其他会议成员交互，但不能管理任何会议设置或共享内容。

会议中的用户类型

- 租户内 (In-tenant)
 - 租户内用户属于组织，拥有租户Azure Active Directory (AAD) 凭据。他们是全职、现场或远程员工。租户内用户可以是组织者、演示者或与会者。
- 来宾 (Guest)
 - 来宾是受邀访问组织租户中的Teams或其他资源的另一个组织的参与者。来宾将添加到组织的成员AAD具有与本机Teams相同的功能。他们有权访问团队聊天、会议和文件。来宾可以是组织者、演示者或与会者。
- 联盟或外部 (Federated or external)
 - 联盟用户是Teams组织中受邀加入会议的外部用户。联盟用户具有联盟伙伴的有效凭据。他们无法访问你的团队或组织的其他共享资源。对于外部用户来说，来宾访问是访问团队和频道的更好选择。

会议应用的展示

- Polly



会议Tab的类型

meetingChatTab

一组用户之间安排的会议的群聊标题中的选项卡。可以指定 **meetingChatTab** 或 **meetingDetailsTab** 以确保应用在移动版中工作。

meetingDetailsTab

日历的会议详细信息视图标题中的选项卡。可以指定 **meetingChatTab** 或 **meetingDetailsTab** 以确保应用在移动版中工作。

meetingSidePanel

通过统一栏打开的会议内面板。

meetingStage

可以将 中的 **meetingSidePanel** 应用共享到会议阶段。你无法通过移动设备或会议室客户端Teams此应用。

动手开发会议应用 Teams Toolkit



Thanks

