

Microsoft Teams

会议场景与开发实践

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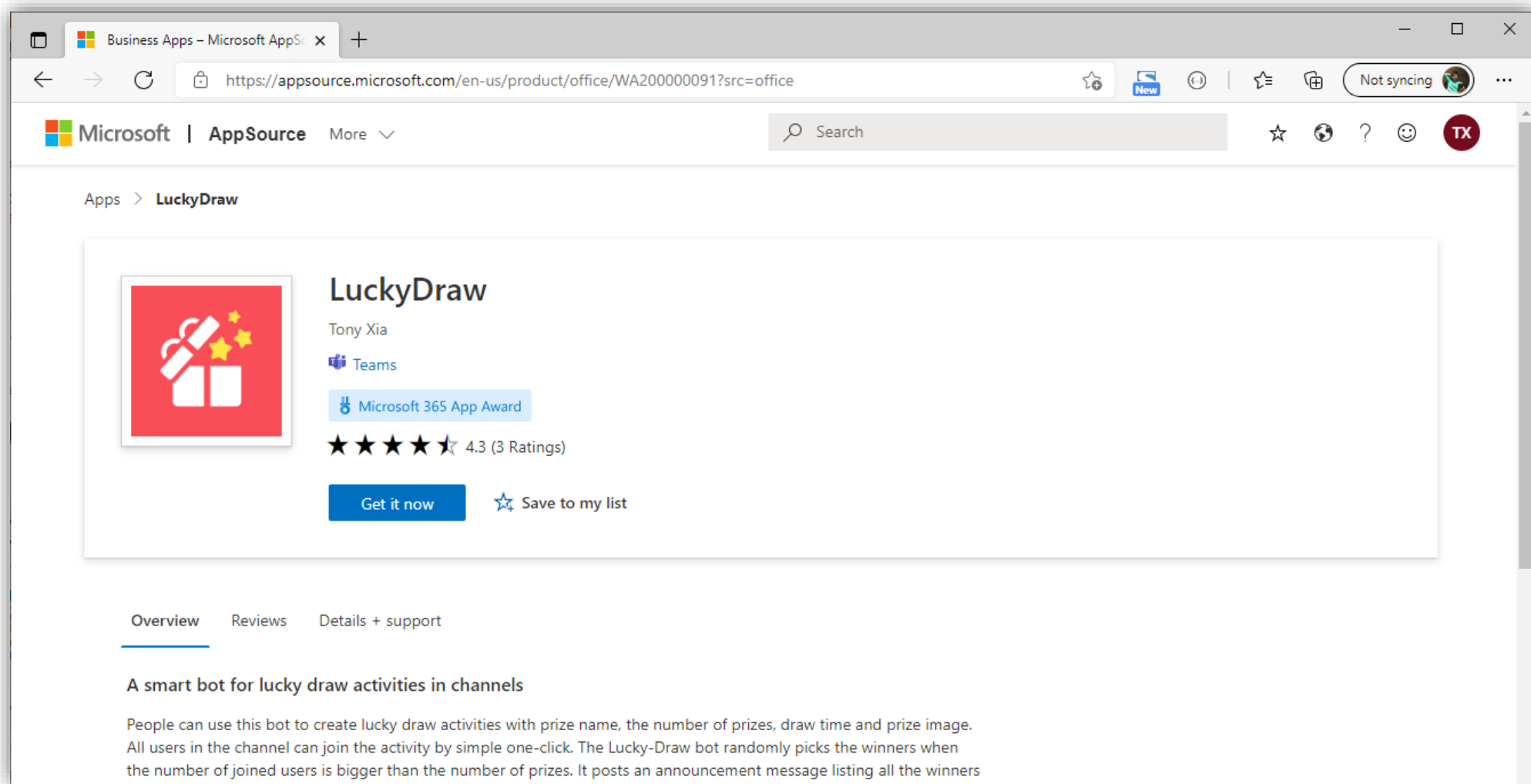
微软全球最有价值专家（MVP）

LuckyDraw 应用作者

自我介绍

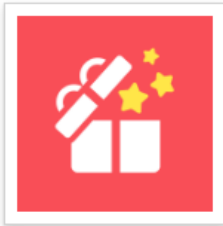
- Microsoft MVP (Teams开发方向)
- 微软技术大会讲师: TechEd, Ignite, TechSummit, DevDays, AzureCommunity, Reactor
- 从小学4年级开始学习BASIC编程, 目前主要使用C#
- 微软技术栈, Azure

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 text "Microsoft | AppSource", and a search bar. Below the header, the breadcrumb "Apps > LuckyDraw" is visible. The main content area features a red square icon 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 it is a "Microsoft 365 App Award". Below this, there are five stars with the text "4.3 (3 Ratings)". At the bottom of the 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

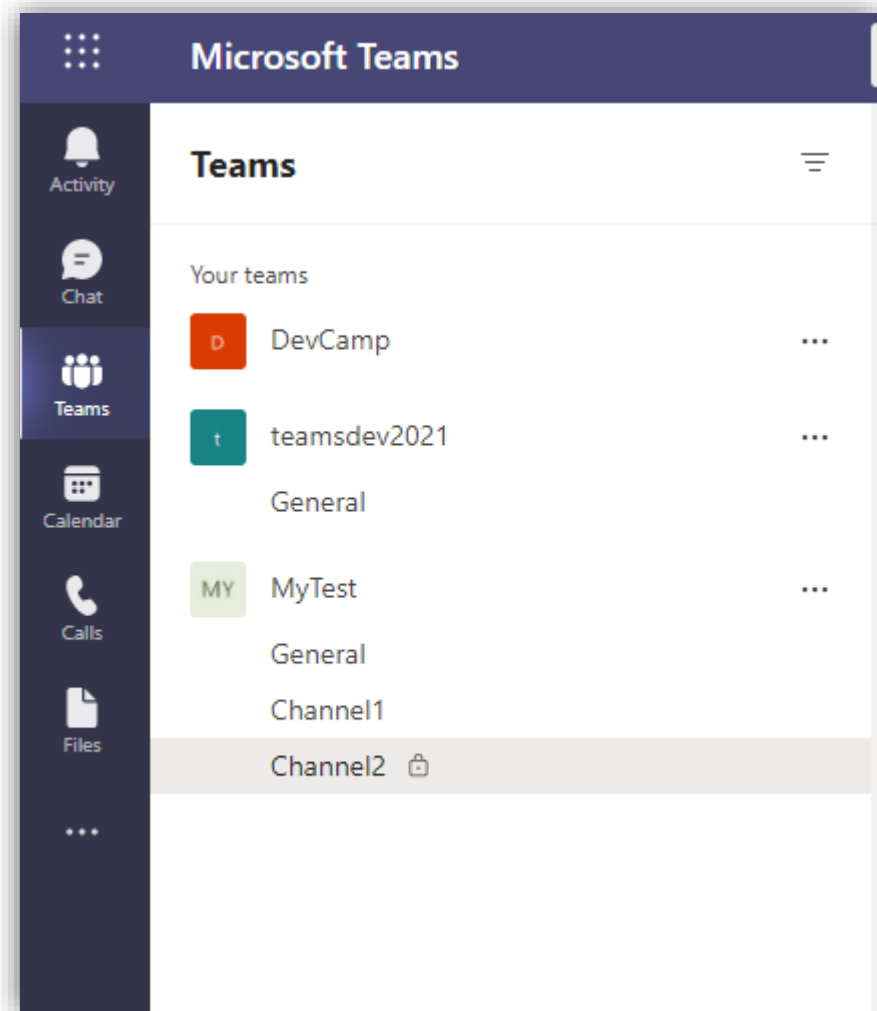
People can use this bot to create lucky draw activities with prize name, the number of prizes, draw time and prize image. All users in the channel can join the activity by simple one-click. The Lucky-Draw bot randomly picks the winners when the number of joined users is bigger than the number of prizes.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

Agenda

-
- 针对Teams 会议的应用
 - 会议应用的展示
 - 动手开发会议应用

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



针对Teams 会议的应用

- 会议前
- 会议中
- 会议后

会议前

The image displays the Microsoft Teams interface for a meeting titled "Weekly planning". The interface is split into two main sections: a left-hand navigation pane and a main content area.

Left-hand navigation pane:

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- Apps
- Help

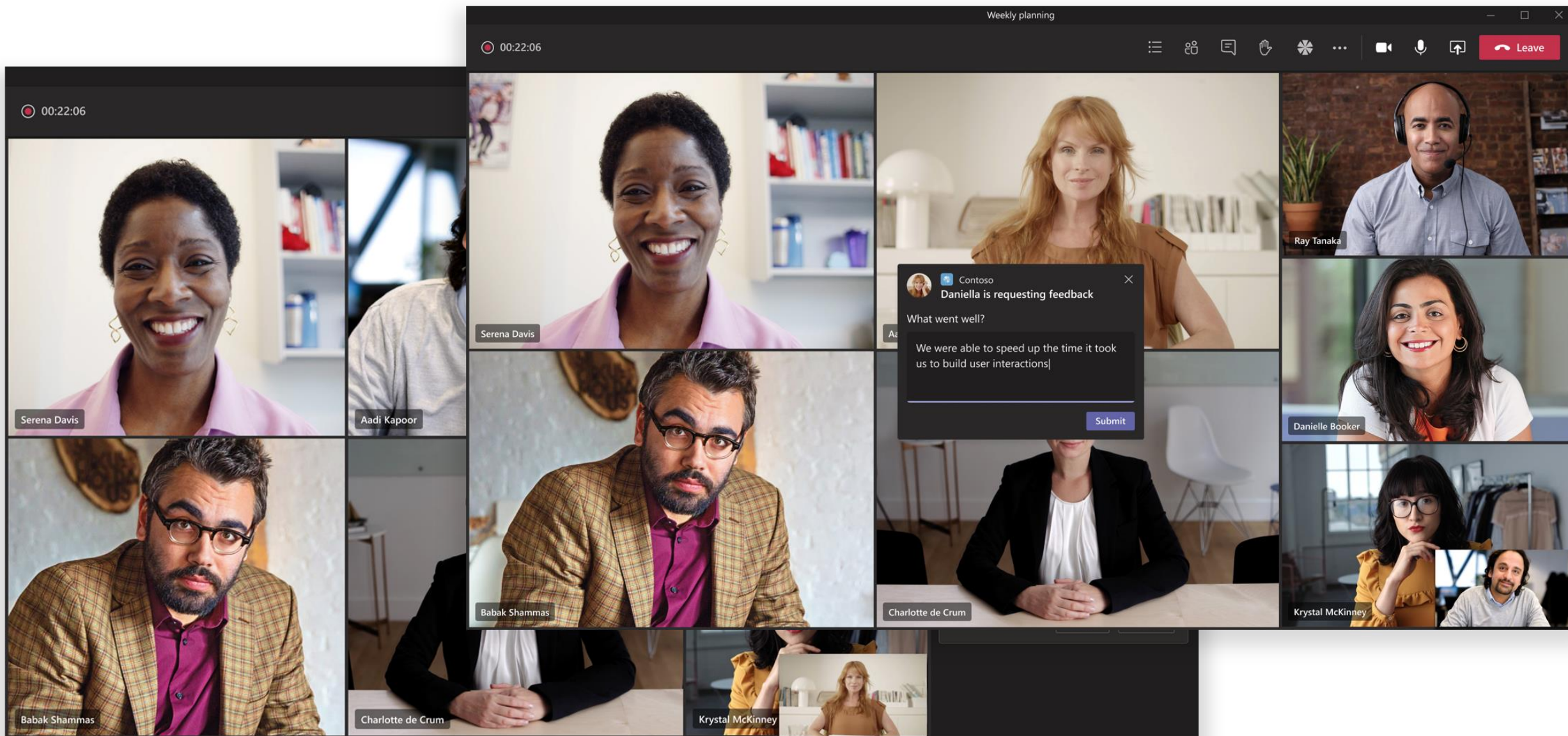
Main content area (Meeting Preparation):

- Header:** "Weekly planning" with tabs for Chat, Details, and Files. A search bar is at the top right.
- Meeting Info:** "Cancel meeting" button, "Time zone: (UTC-08:00) Pacific Standard Time", and "Retrospective" dropdown.
- Participants:** A list of attendees: Serena Ribeiro, Aadi Kapoor, Krystal McKinney, Ray Tanaka, and Charlotte de Crum (Optional).
- Meeting Time:** "Fri, Nov 1 2019 11 AM".
- Location:** "Conference Room 2, Teams online".
- Attachments:** "Sample.pptx" (32.66 KB).
- Message:** "Hi Team, Setting up time for weekly planning. Thanks, Daniela Mandera".
- Buttons:** "Join" and "Close" buttons are visible in the top right.

Main content area (Retrospective):

- Header:** "Weekly planning" with tabs for Chat, Details, Files, and Contoso. A search bar is at the top right.
- Retrospective Questions:** Three draft questions are listed, each with "Responses visible to all" and "Edit" and "Post" buttons:
 - What went well?
 - What didn't go well?
 - What did you learn?

会议中



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". The first column, "What went well?", shows 8 responses and 100% participation. The second column, "What didn't go well?", shows 7 responses and 87% participation. The third column, "What did you learn?", shows 8 responses and 100% participation. Below each column, there are several text boxes containing user feedback, each with a small profile picture of the user. The interface also includes a left sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help, and a top right corner with a "Filter" button and a "Find" search bar.

Search or type a command

Weekly planning Chat Details Files Contoso +

Join Close

Retrospective Download results ... Filter Find

Closed Responses visible to all

What went well?

8 Responses | 100% Participation

Thought we were going to spend a lot of time on product but the frame work was easy to replicate

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

Pairing between infrastructure and core experience went really well, we all learned a lot

Documentation was great for moments when we felt blocked. Kudos to the doc team!

Closed Responses visible to all

What didn't go well?

7 Responses | 87% Participation

We were supposed to have another engineer join us to help with the load but they rejected the offer.

It would have been nice to have all of the required project details before we're tasked with the project. I think we all spend a lot of time scratching our heads with incomplete project specs.

Incomplete specs, timelines unreasonable.

The legacy code we're leveraging is a bit dated, and difficult to understand at times.

Closed Responses visible to all

What did you learn?

8 Responses | 100% Participation

I've learned that making last-minute changes isn't worth the risk.

I've learned that providing context upfront improves how my message is received in a presentation.

Focusing on one task at a time has increased my efficiency hence I have resolved more tasks.

Seeing members' webcam on during the standup has helped with building a sense of community.

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



动手开发会议应用



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。

总结

- 会议前
 - Chat Tab
 - Detail Tab
- 会议中
 - Side Panel
 - Stage View
- 会议后
 - Chat Tab
 - Detail Tab



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Microsoft Teams 会议场景与开发实践