

Types of Microsoft Teams meetings

1) Teams Meeting (Standard Meeting)

Best for: Collaboration, discussions, small-to-medium groups

Key characteristics:

- Fully interactive (everyone can speak, chat, share screen)
- Up to hundreds of participants (typical limit ~300 by default)
- Roles: Organizer, Presenter, Attendee
- Chat, reactions, breakout rooms supported
- Recording and transcription available

Use cases:

- Team meetings
 - Project discussions
 - IT troubleshooting sessions
 - Department updates
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2) Town Hall

Best for: Large, structured communications with limited interaction

Key characteristics:

- Designed for large audiences (thousands+ depending on licensing)
- One-to-many format (presenters speak, attendees mostly listen)
- Moderated Q&A instead of open chat
- Advanced production controls (like webinars/live events)
- Attendees have limited permissions (no mic/camera unless promoted)

Use cases:

- University-wide announcements
- Executive briefings
- Large organizational updates

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3) Class (via Teams for Education)

Best for: K–12 or higher ed classroom environments

Key characteristics:

- Built on a **Class Team** structure
- Includes assignments, grading, and student management
- Teachers have elevated control over students
- Integrated with education tools (Assignments, OneNote Class Notebook)
- Meetings behave like a Teams Meeting but with classroom controls

Use cases:

- Academic courses
 - Student instruction
 - Homework and grading workflows
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4) Lecture (Meeting Template / Structured Session)

Best for: Controlled teaching or presentation with minimal interruptions

Key characteristics:

- Typically a configured Teams Meeting or Class session
- Organizer restricts:
 - Who can present
 - Mic/camera permissions
- Students/attendees usually muted by default
- Limited interaction (chat may be moderated or disabled)

Use cases:

- College lectures
- Guest speaker sessions
- Training sessions where control is needed