

MEET **Beginner** 5 MIN · UPDATED 2026-10-01

Catch up on every meeting recap from one pinned Teams app.

Pin the Meeting Recaps app in Teams so every recap lives in one place instead of hunting through individual meeting threads.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

Faster weekly catch-up on missed meetings, with every recap in one predictable place.

Workflow Steps

Step 1: Pin the Meeting Recaps app to your Teams sidebar

Teams

Click the "+" at the bottom of the Teams left sidebar, search for "Meeting Recaps," and pin it — this is a one-time setup that keeps every recap one click away going forward, instead of clicking into each individual meeting in your calendar to find its recap tab.

Step 2: Review recaps for meetings you missed

Teams

Use the app at a regular point in your week — end of day or start of the next morning — rather than letting recaps pile up unread.

Step 3: Flag anything that needs your direct follow-up

Teams

A recap surfaces what happened; it doesn't act on your behalf – note anything that needs you to actually respond or decide.

Step 4: Archive or dismiss recaps you've acted on

Teams

Keep the list to what's actually still open, so it stays a useful catch-up tool rather than an ever-growing backlog.

✓ Check the work

- No meeting you were invited to but missed is absent from the recap list.
- Items requiring your follow-up are tracked somewhere, not just read and forgotten.
- The recap list reflects only what's genuinely still open.

Expected Outcome

A pinned sidebar app listing every meeting recap, sorted and ready to review.

Want help rolling this out across your team? **Go to Liminals.Tech** ■