

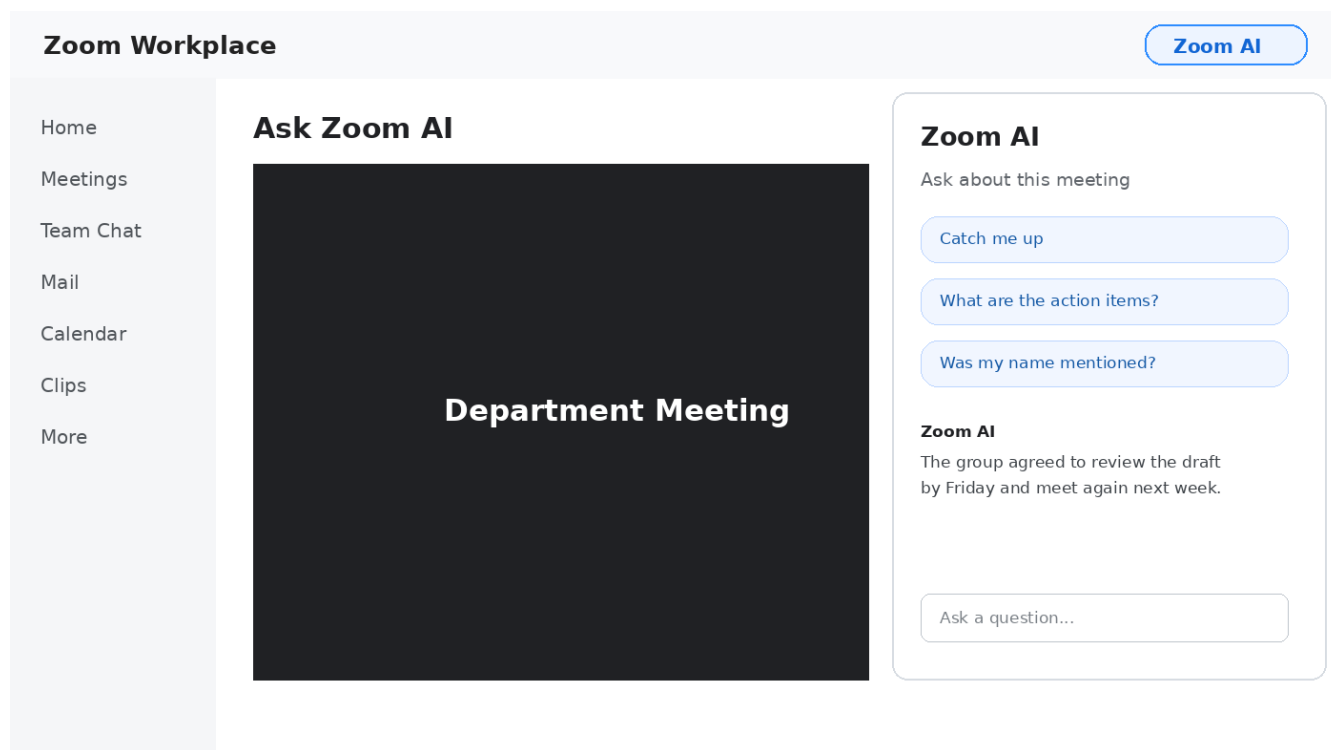
Zoom AI: Ask Questions During a Meeting

Broward College Faculty Quick Guide

What is it? Meeting questions lets eligible participants ask Zoom AI about discussion that occurred while the feature was active. Preset prompts can help you catch up, identify action items, or check whether a topic was discussed.

How to Use It

1. Join a Zoom meeting using the Zoom Workplace desktop app.
2. Open the Zoom AI panel from the upper-right corner. If AI is not active, you may see an option to ask the host to start it.
3. When Meeting questions is available, choose a suggested prompt such as Catch me up or What are the action items?
4. To ask something specific, type your own question in the compose box.
5. Review the response in context. Ask a follow-up question if you need clarification.
6. Remember that the host controls who can ask questions and what portion of the meeting participants can query.



Illustrative Zoom Workplace screen based on the current Zoom AI interface. Your Broward College view may vary by account settings.

Faculty Uses

- Catch up after joining a meeting late or returning after stepping away.
- Identify decisions, deadlines, and action items discussed in a meeting.
- Ask whether a specific topic, date, or task was mentioned without interrupting the speaker.

Faculty Reminder Zoom AI responses are generated from available meeting information and may be incomplete or

inaccurate. Verify important details with the meeting host, speaker, or official source.

Availability

Meeting questions must be enabled. Zoom currently supports asking meeting questions in the desktop app, and host settings determine participant access.