

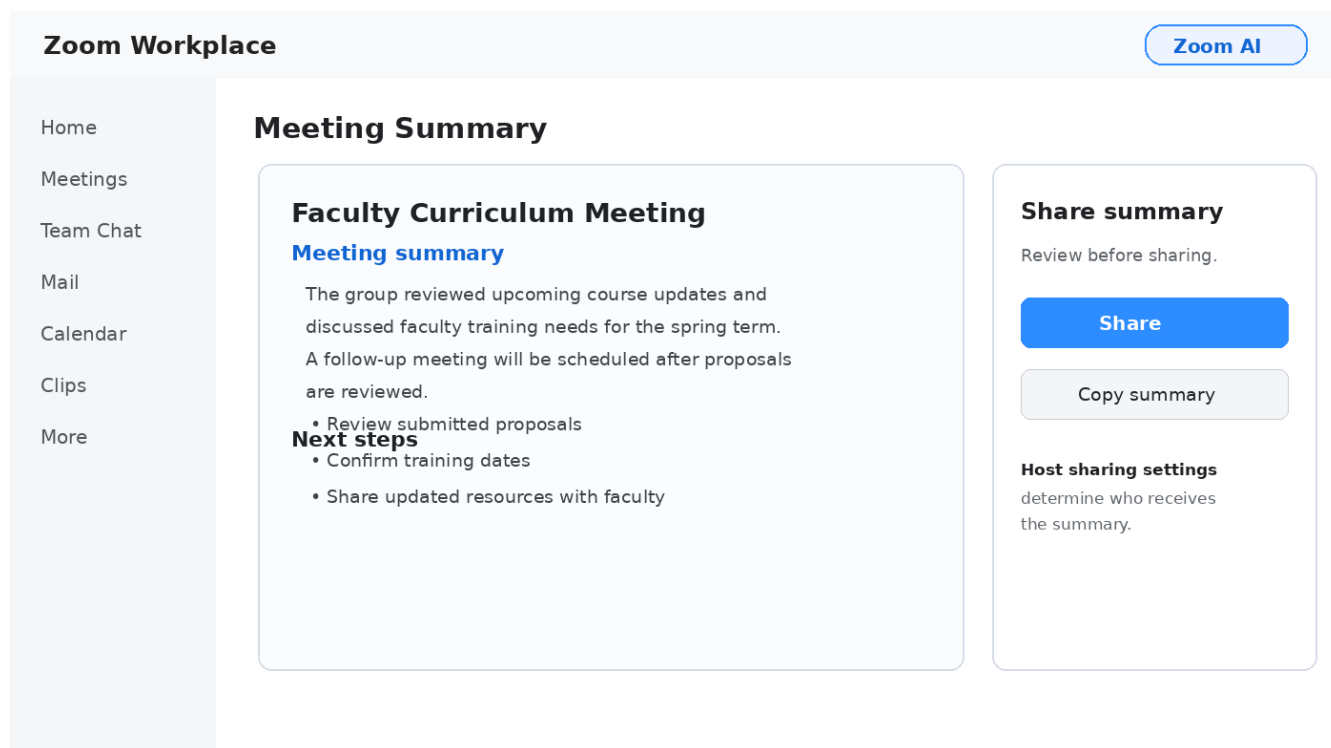
Zoom AI: Meeting Summary

Broward College Faculty Quick Guide

What is it? Meeting Summary uses AI to create a summary and next steps from the meeting after the feature is started. The host controls whether the feature is used and how the resulting summary is shared.

How to Use It

1. Start the Zoom meeting as the host.
2. Open the Zoom AI panel from the upper-right corner of the meeting window.
3. Select Meeting summary, then start Zoom AI.
4. Conduct the meeting normally. The summary is generated from the meeting content available while the feature is active.
5. After the meeting, review the generated summary and next steps before sharing or relying on them.
6. Share the summary only with the appropriate participants using the options available in your Broward College Zoom account.



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

Faculty Uses

- Capture major discussion points from department and committee meetings.
- Identify follow-up items after faculty training or planning sessions.
- Create a starting point for meeting notes when a formal transcript is not needed.

Faculty Reminder Always review AI-generated summaries. Names, dates, decisions, and action items should be verified before the summary is distributed or used as an official record.

Availability

Meeting Summary must be enabled for the host. Sharing options depend on Zoom settings established for the meeting and the Broward College account.