How the Copilot Enhances Project Meetings & Team Rituals

1. **Agile meetings keeps teams aligned but risk becoming inefficient:**
   - Sprints
   - Stand-ups
   - Sprint Planning, and Sprint Retrospectives

2. **The Copilot streamlines them by:**
   - Generating structured updates for focused stand-ups.
   - Tracking blockers & assigning follow-ups automatically.
   - Organizing sprint planning & retrospectives for clear priorities and improvements.

Wrapping Up – The Copilot as a Meeting Facilitator

1. **Key Takeaways:**
    a. Reduces meeting time – AI streamlines updates and automates summaries.
    b. Keeps teams aligned – Tracks progress, blockers, and priorities.
    c. Ensures follow-through – Assigns action items and monitors completion.

2. **What's Next?**
    a. The Copilot isn't just for meetings. In the next lesson, we'll explore how it can help automate Gantt chart creation for better project tracking.