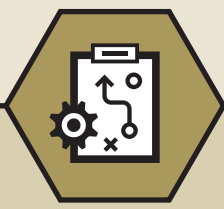
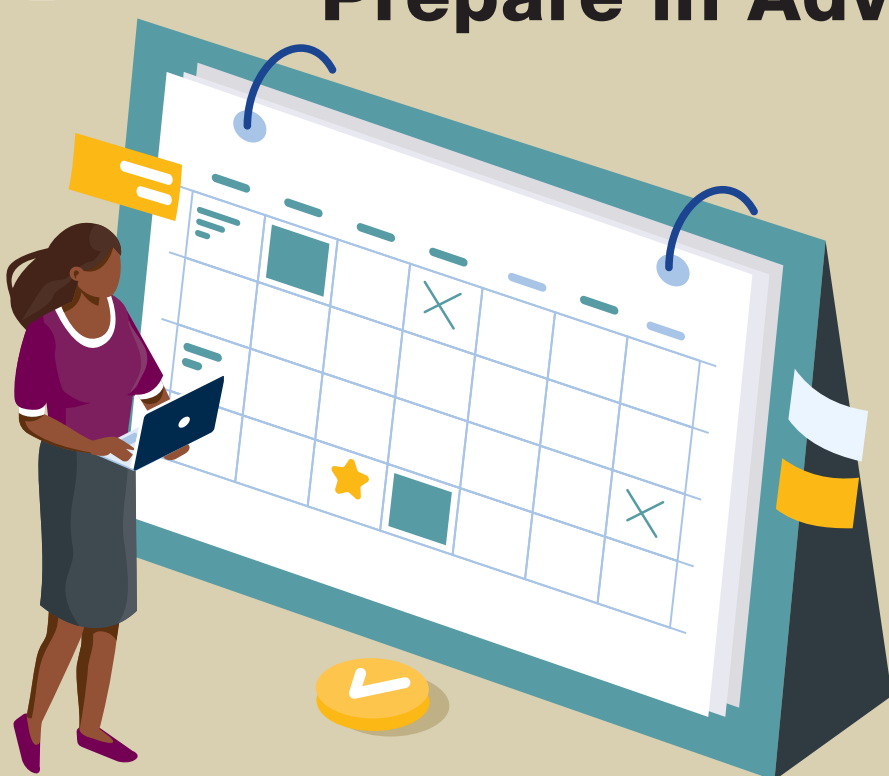


Best Practices for VIRTUAL MEETINGS



Prepare in Advance



Host

Determine meeting purpose and who needs to attend.

Send out calendar invite with a link to your video conference. Be sensitive of time zones and family obligations.

Track invites and share meeting materials for others to view ahead of time. Assign any meeting roles such as facilitator or timekeeper.

Attendee



Clarify meeting purpose and understand role prior to meeting.



Respond to meeting invite with attendance status. Consider sending another team member if unable to attend.



Review the materials, contribute to agenda, and be prepared.



Meet and Stay on Track

Host

Be the first one to arrive, turn on your video, and acknowledge everyone in the meeting.

Explain the purpose of the meeting and expected outcomes.

Encourage input from everyone and use a “parking lot” approach for items that could derail the meeting.



Attendee



Test technology before the meeting starts and arrive to the meeting on time, with your video on.



Minimize distractions on your computer and avoid multitasking.



Actively participate and mute yourself when you're not speaking to prevent any audio feedback.



Wrap Up and Next Steps

Host

Leave time at the end for wrap up and to identify next steps. Determine if a follow-up meeting should be planned and schedule it.

Distribute meeting minutes, a recap of the discussion, and a summary of action items.

Attendee



Ensure you understand your assigned action items and delivery timelines.



Complete assigned actions in a timely manner.