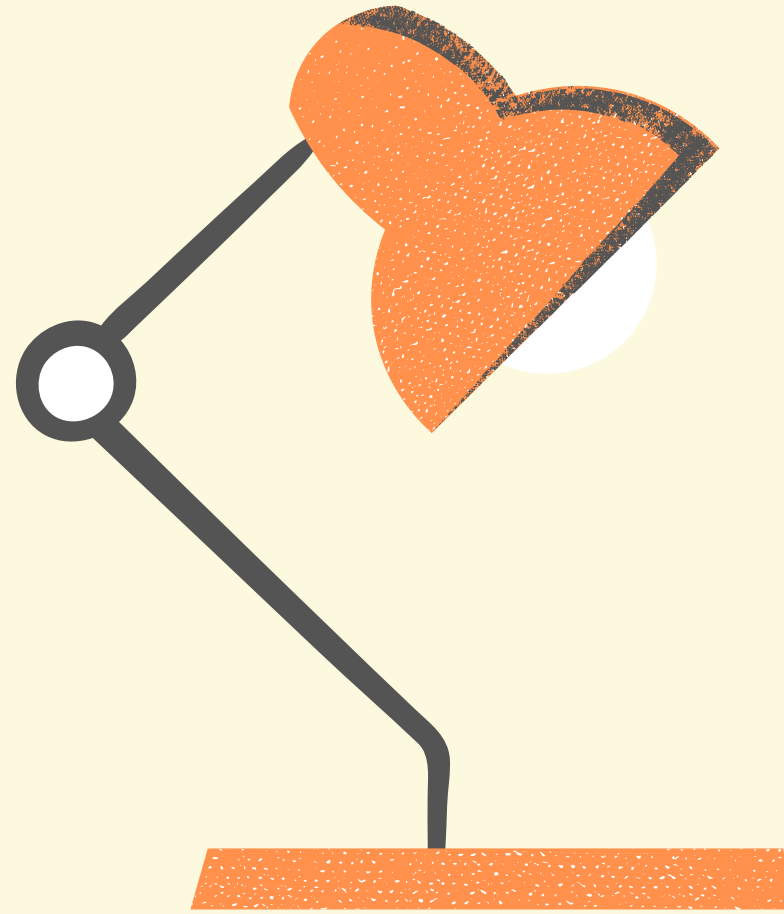


Online Meetings Tips

The best experience for you and your teams

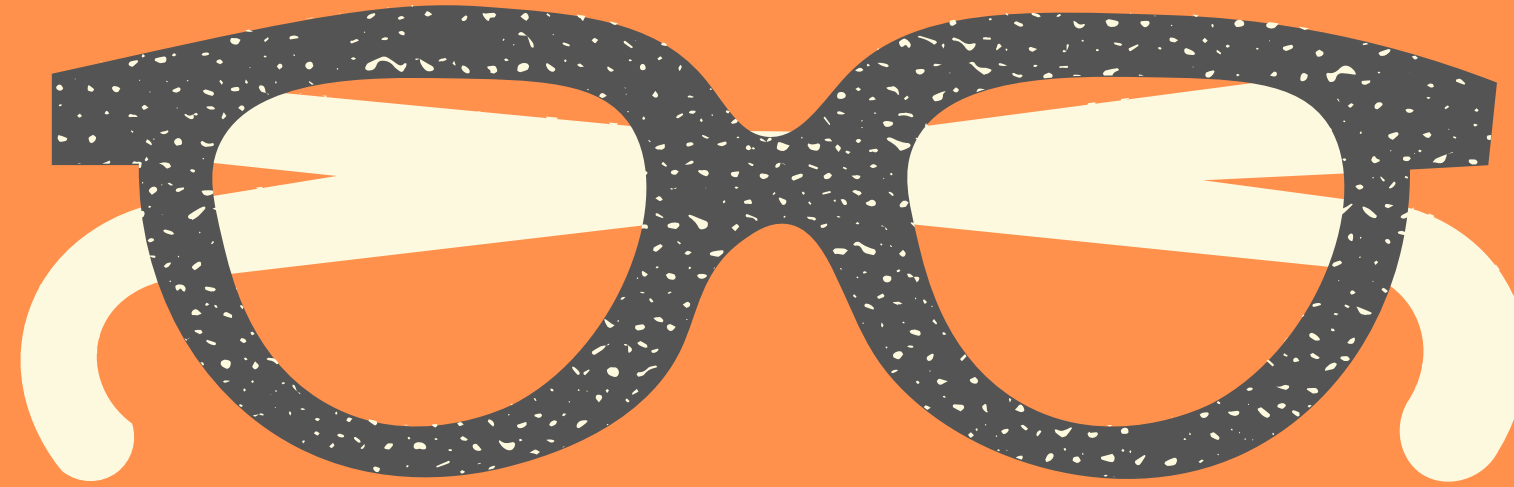




Take your time.

Going from face-to-face meetings to online meetings can be a big adjustment for the whole team. A supportive environment is key in helping everyone transition to the new way of collaborating.





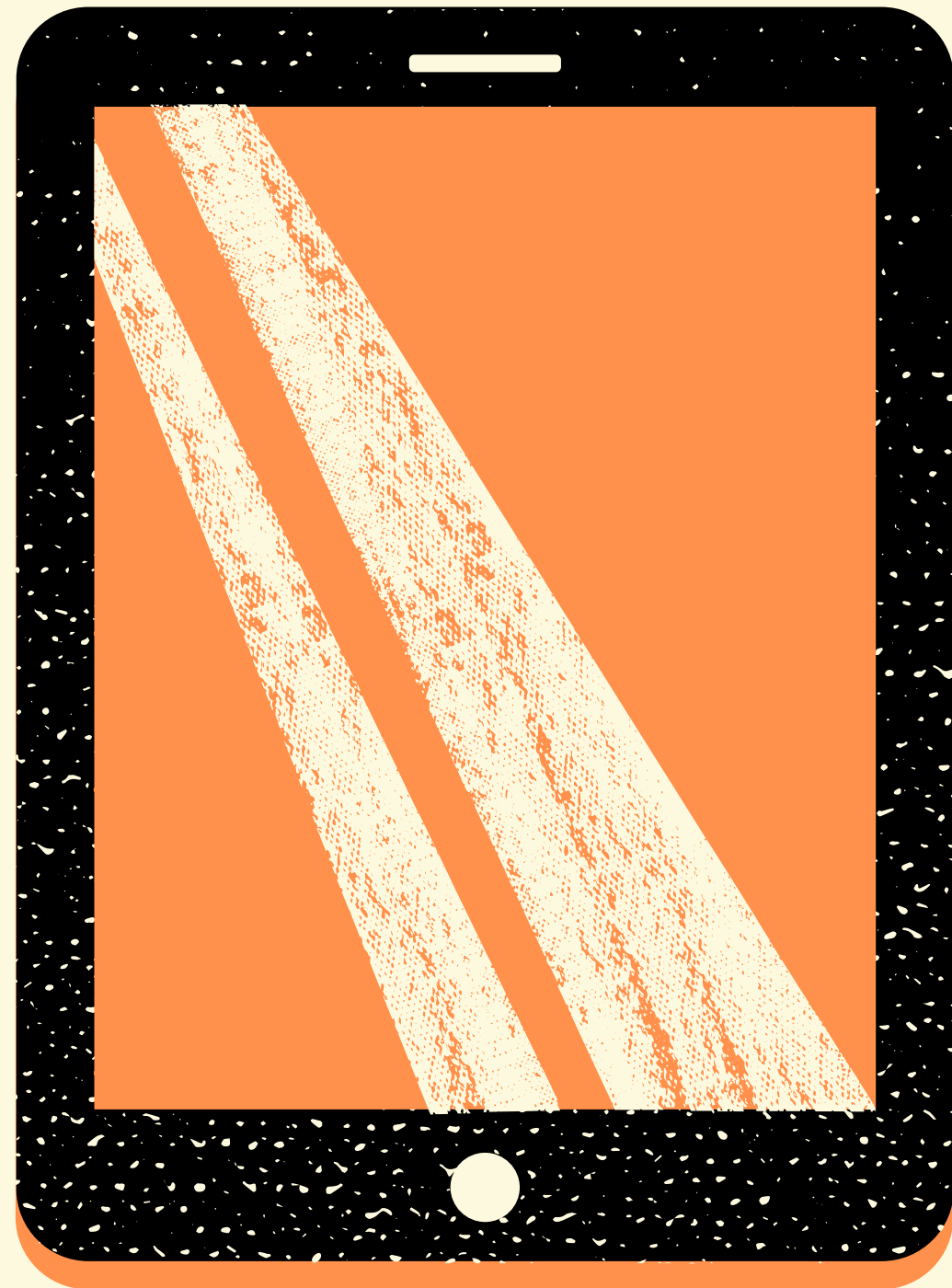
Get properly dressed.

Look professional and presentable.

Whilst people are more relaxed about how others are dressed in the current climate, think of what you'll wear if this was an in-office meeting. Looking presentable on screen helps prepare you.

And enjoy the fact your teammates won't see what you're wearing from the waist down. Stay in your comfortable bottoms and slippers if you like.





Check if your systems are working.

Is your online meeting app loading well? Have your mobile data internet ready in case your current connection weakens.

Is your audio system working? It's important to hear your teammates talk and that they hear you clearly as well.



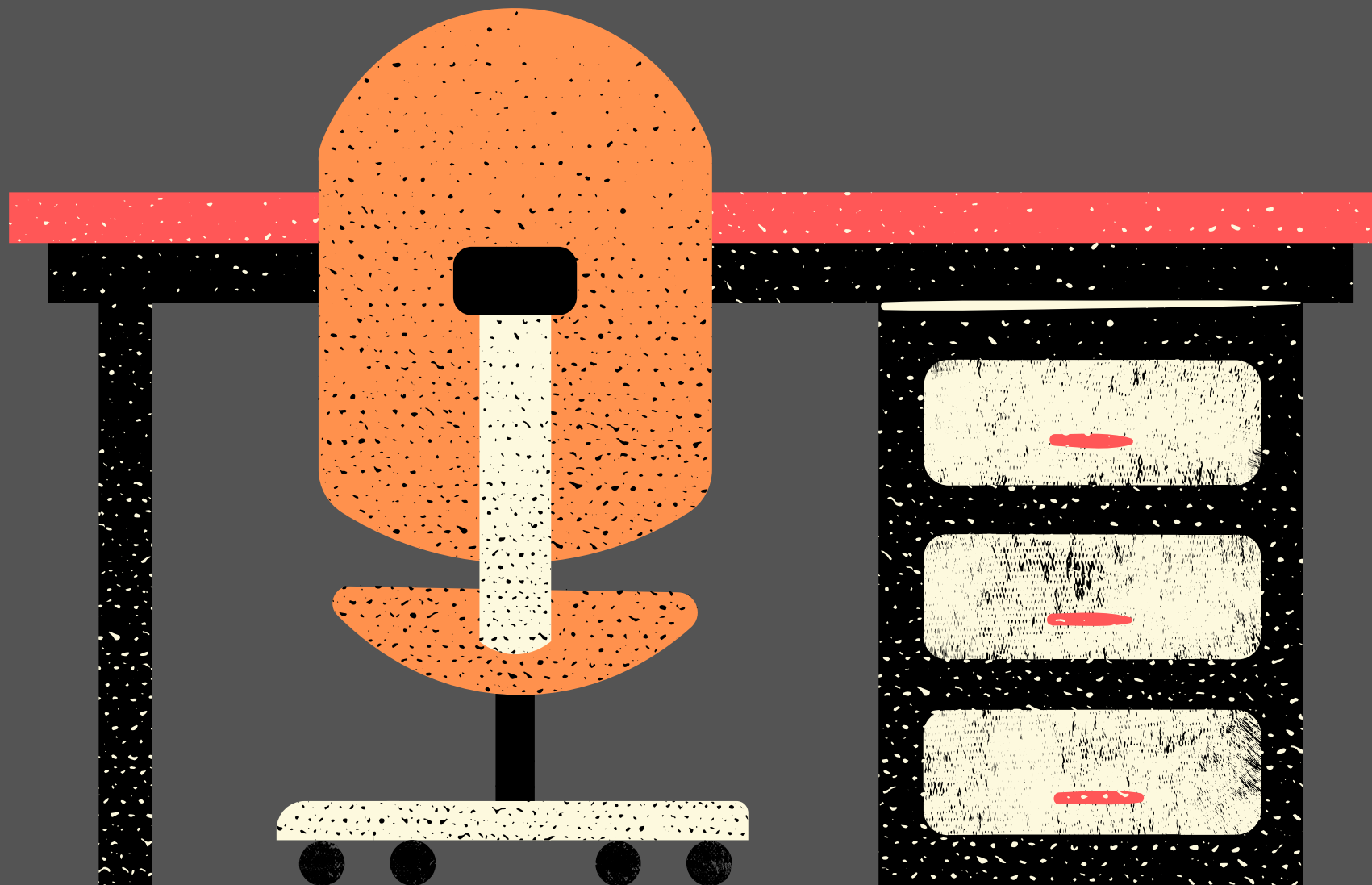


Announce your arrival.

If you're late to the meeting, politely acknowledge the team. After all, it's something you'd do when you enter an actual meeting room.

This is important too if you're joining a meeting of a different team and no one knows you.





Manage your surroundings.

Find a quiet spot at home to attend your meeting so you can focus.

If possible, close the door to avoid uninvited background guests. Whilst it's not frowned upon, it may distract your teammates.

Take advantage of virtual backgrounds to help turn a messy space into a clean and professional one.





Agree an agenda.

Share the objective, talking points, and desired outcomes ahead of the meeting.

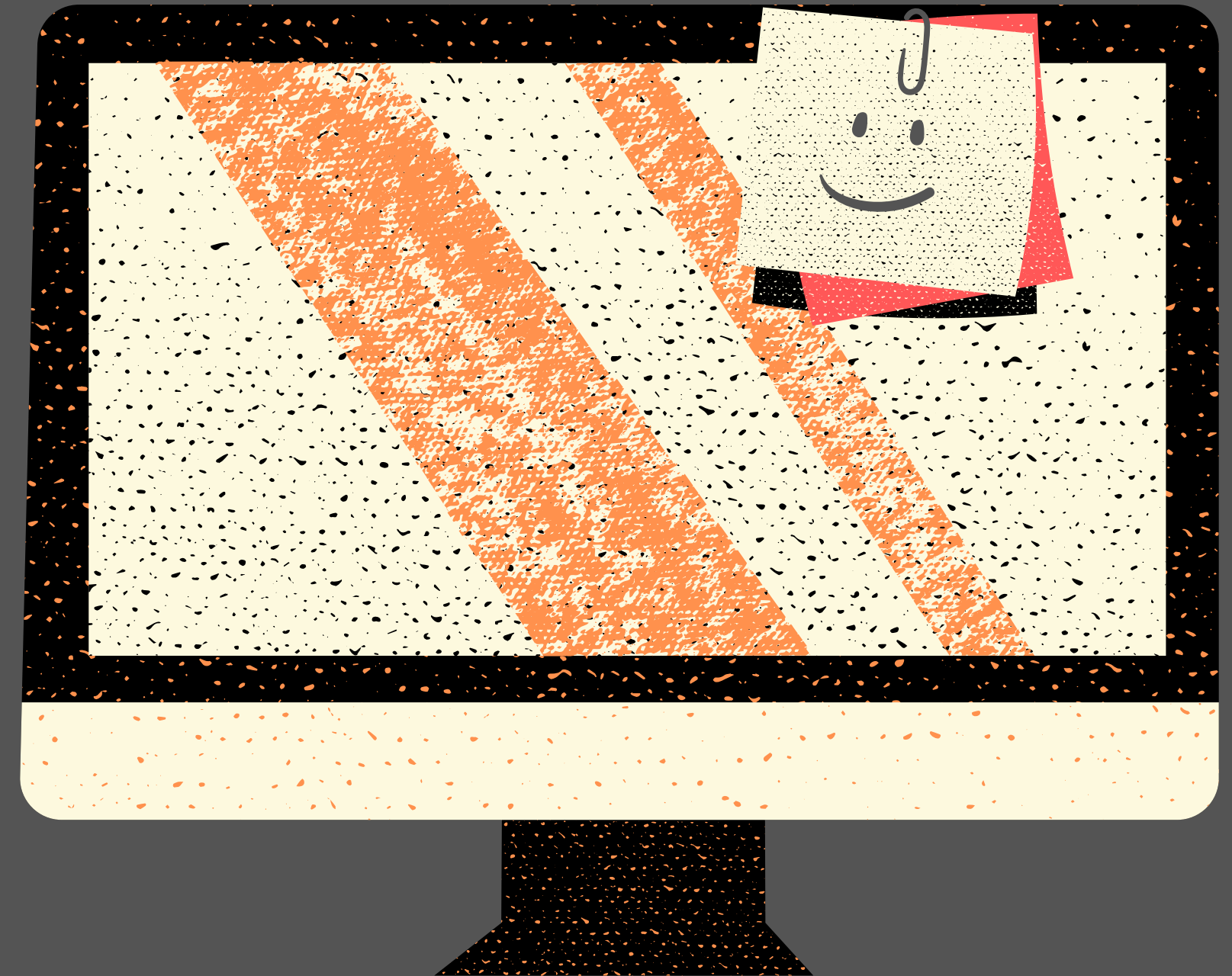
This way, your teammates will be able to prepare and ask the right questions if there are things that are still unclear to them.

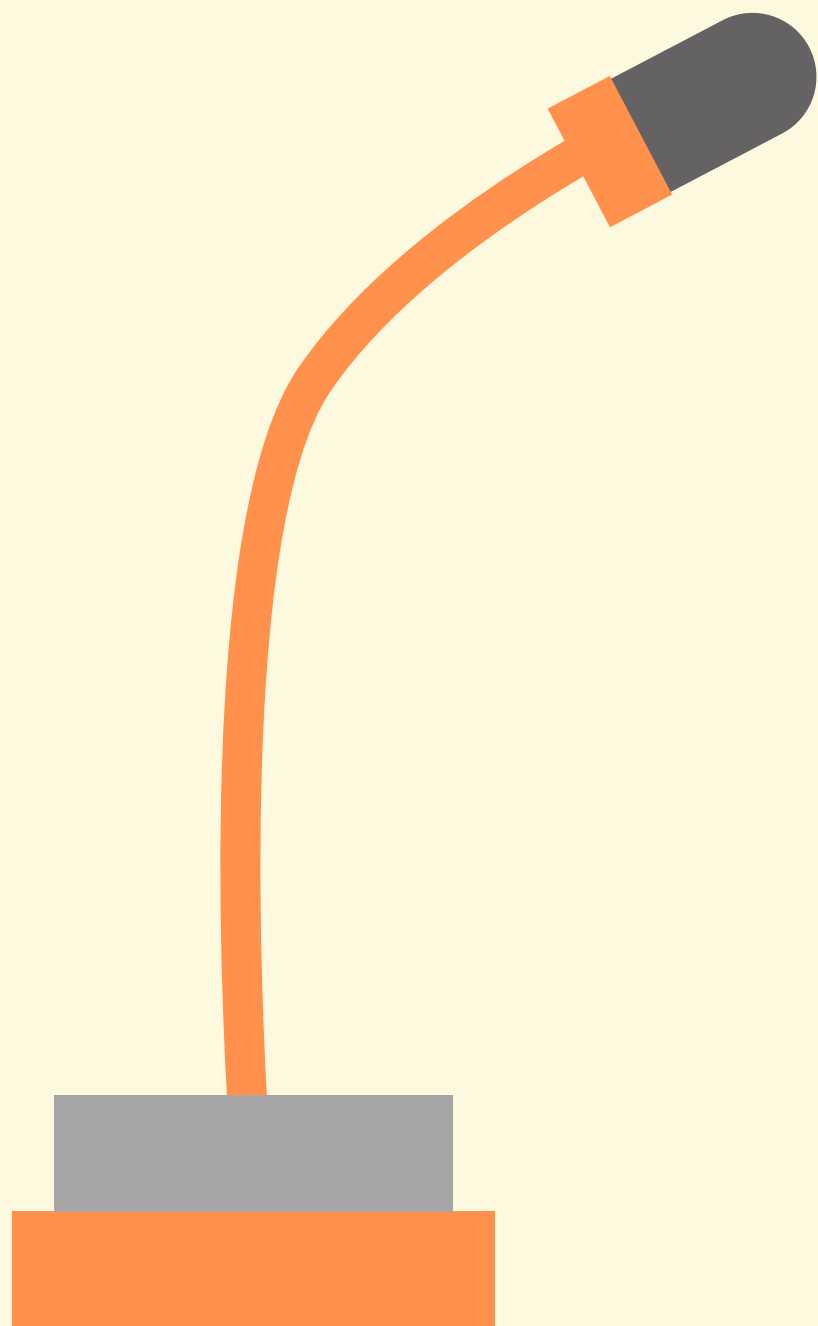


Give your full attention.

Be present throughout the meeting. Try not to visit other websites or chat with your other colleagues while the meeting is ongoing.

Stay seated and give your full focus to the agenda and to your teammates moderating the meeting.

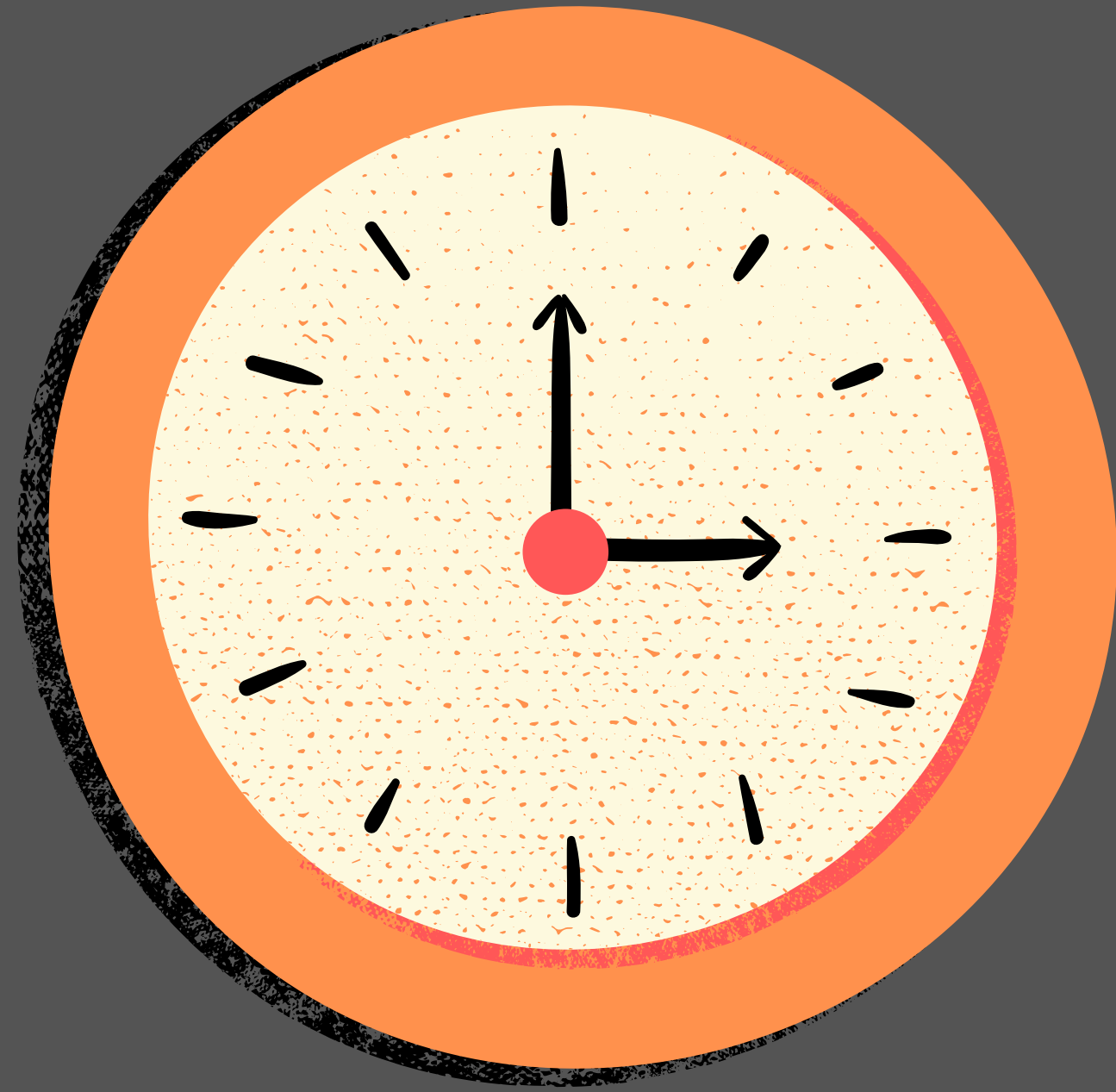




Mute your microphone when it's not your turn to talk.

Any unwanted background noise can reduce the success of the online meeting. Open your mic only when you have to say something. And when you need to talk again, raise your hand to let the rest of the meeting know you have something to say.





Stick to the allotted time.

Be mindful of everyone's schedules. Preparing an agenda easily fulfills this objective too.





Wrap up the meeting.

Making a list of important notes and clear action items is the best way to summarize a productive team meeting.

