CONDUCTING REMOTE MEETINGS

Create Agendas

Structured agendas for meetings are more important than ever in a remote environment.

TIPS for Creating Agendas

Write your agenda in an Excel format
From left to right, the key columns should be:

Topic	Topic Owner	Time (in minutes)	Links to read-ahead materials
Tip Sheets	Mary	5	www.sample.com

Copy and paste agendas in the calendar invite.

Agendas give your teammates:
- A knowledge management tool
- Ability to look forward/backwards at topics over time

Attach agenda to the invite at least one hour before the meeting is held
- Allows them to review agenda items before the meeting.

Conduct a quick review on the effectiveness of the agenda at the end of each meeting. This could be as simple as asking *What Worked/ How Can We Improve?*

Establish Facilitators

Assign one person on the team (other than the person calling the meeting) to be the **Meeting Facilitator**

Meeting Facilitator responsibilities:
- Introduces the meeting's objectives
- Tracks time
- Gently reminds teammates when agenda items are running over or discussion is getting off track

- Captures the key points of each topic/ discussion
- Writes meeting notes, captures "to-dos/ take-aways" and distributes meeting notes to team members

Note: Select staff who you believe will be experienced facilitators when the team begins meeting remotely. As you observe the meetings going smoothly, consider rotating responsibility among the team.

Best Practices for Remote Meetings

1) Ensure your microphone is well positioned.
2) Consider using a separate headset rather than a laptop mic/speakers.
3) Turn your camera/ video on. It's important your team sees each other while working remote.
4) Join the meeting from a quiet area out of respect for others on the call.
5) When you first speak ask for a quick sound check (from a specific person—not all of your team members).
6) Introduce yourself with your name if you ask a question or offer a comment when not using video.
7) Speak at 75% speed and over-articulate your words.

8) When you're not speaking, mute your microphone.
9) Most importantly, assume positive intent. We'll figure things out as a team!

References:
Practical Advice for Leading Through COVID-19, McChrystal Group

Additional Resources

Virtual Meeting Etiquette by Bill Swallow
https://www.scriptorium.com/2016/05/virtual_meeting_etiquette/
A Video Conference Call in Real Life
https://youtu.be/DYu_bGbZiiQ 3:25 minutes

FOR MORE INFORMATION:

Contact **MassDOT University** for more info on training and professional development opportunities.

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