

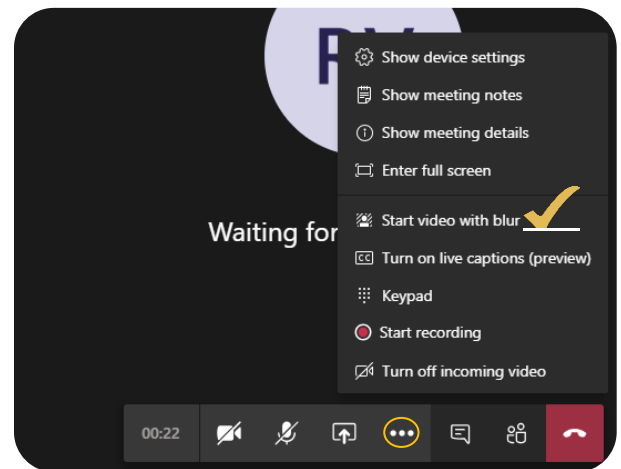
Virtual Meeting Best Practices

Meeting Management Best Practices

- Identify a meeting owner and meeting requirements (i.e. required participants, meeting scribe, day & time, send Team's Meeting Calendar invitation)
- Develop an agenda for the meeting, with time durations for each topic. This will ensure enough time has been allocated to accomplish the objectives. If time exceeds meeting duration prioritize agenda items as needed.
- Identify a person to scribe meeting minutes, if not the facilitator, during the meeting to ensure action items, decisions, risks/issues, and next steps are captured. Identify owner and follow up date for action items and issues.
- Post and share meeting minutes with all participants after meeting conclusion

Pre-Meeting Best Practices 786118

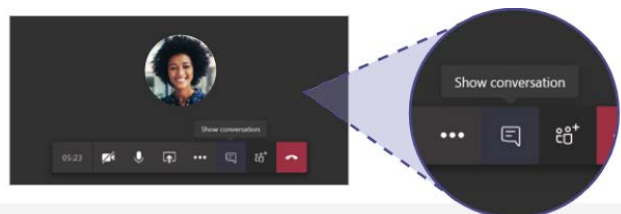
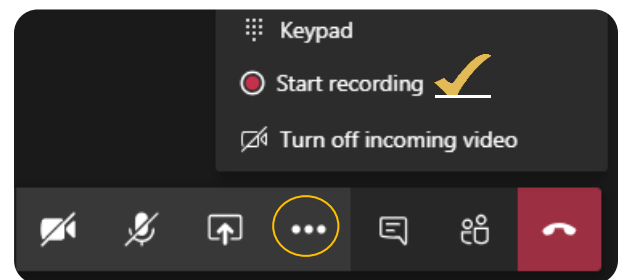
- Meeting facilitator should join the meeting at least 15 minutes before meeting start time to ensure set up and connectivity
- Join the meeting 5 minutes early and check your video display to ensure clear visibility (i.e. optimal background lighting)
- Be in a professional like setting and dress appropriately if you plan to be on camera (video)
- Check the lighting in your area. You must be visible to the participants if you are on camera.
- Start your video with a **blur background** selected for your image to be clear and your background blurred



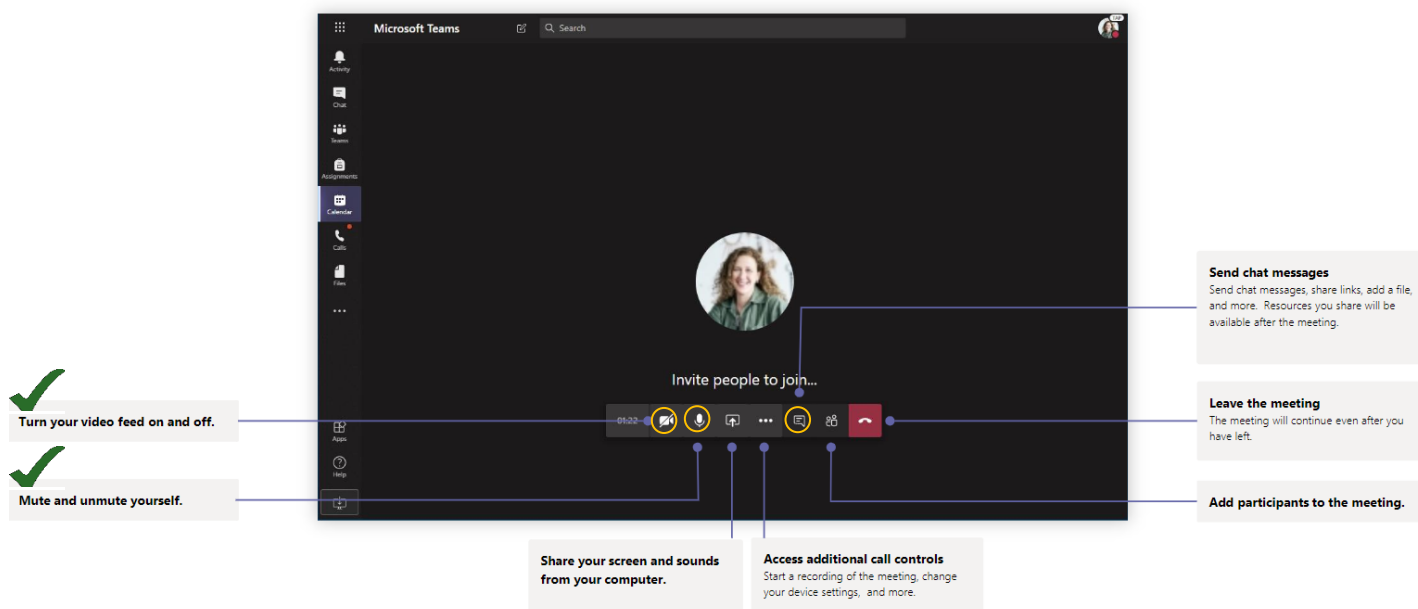
Meeting Best Practices (Active Meeting)

Facilitator

- Record your meetings for future reference
- Establish meeting ground rules:
 - i.e. one person speaks at a time, respect each other, information shared in this meeting is for internal use only
- Articulate who is facilitating the meeting at the meeting start
- *Display and provide overview of the meeting agenda and expected outcomes. Scribe meeting minutes real-time and display to all participants when not presenting other artifacts. Use agenda to capture the meeting minutes.*
- Mute all participants or ask all participants to mute themselves during the meeting
- Open a chat window for participants to ask questions, post comments, etc. Facilitator or assign a person to manage the posted comments.



Participant



- Stay on mute when you're not talking
- Turn your video feed off if not needed

General Information

- Download the Teams Application on your device for full features and functionality
- Participant can zoom in or out using Ctrl and +/- (Macs: Cmd and +/-) to enlarge or reduce what is being shared (i.e. web pages, documents).
- Use video when circumstances and internet connection support it. Video feature facilitates a much more effective meeting than audio
- Use chat to help share resources and information during meetings without causing a distraction

Useful Reference Hyperlinks

- ✓ [FCS Standard Meeting Minutes Template](#)
- ✓ [Everyday Etiquette in Microsoft Teams by Matt Wade](#)
- ✓ [Teams Quick Reference Card](#)
- ✓ [Microsoft Teams for Education/Schools](#)