

Quest Support

# ONLINE MEETING TIPS

BASIC MUST-DO'S TO ENSURE THAT WE HAVE PRODUCTIVE & ENGAGING TEAM MEETINGS

**1**

**Workspace:** select an appropriate place to meet from. Limit background distractions and plan to sit still.

**2**

**Prepare in Advance:** finish up other tasks, take your bathroom or snack break, test your tech, position camera & bring an agenda or note pad.

**3**

**Video ON:** keep your camera on. Dress appropriately. Make eye-contact. Taking a break? Indicate so in the chat bar before leaving the room or turning off video.

**4**

**Mic Off:** microphone should remain muted unless it is your turn to speak. Raise hand virtually or physically and wait for host to call you.

**5**

**Stay Present:** avoid ANY multitasking. Stay off your phone, avoid computer distractions, and set alerts to silent. Treat the virtual meeting just as you would an in-person one.

**6**

**Be Respectful:** avoid eating or chewing gum. Speak in turn. Be patient with online miscommunications. Speak up & participate. A team meeting needs team players!

ARRIVE A FEW MINUTES EARLY