Virtual Team Meeting Tips

Here are the main things to think about when you're preparing for and running a meeting.

01. Basics.

- **Ensure the team can make video calls.**
  Video creates a sense of connection and makes it easier to fully participate.

- **Give everyone access to a collaboration site and shared drive.**
  Keep agendas, notes, and documents in a place where everyone can see and add to them.

- **Establish and commit to a regular schedule.**
  Schedule team meetings for a time that works for all time zones represented in the meeting. If this isn't possible, consider trading off time zones. If you have to move a meeting, ask if it works for others, particularly if the meeting falls outside of someone's working hours.

02. Prepare for the Meeting.

- **Solicit agenda topics.**
  Ask your team for agenda suggestions.

- **Share the agenda in advance.**
  Include links to pre-reads, project updates or context people will need before or during the meeting.

- **Prep with presenters, if needed.**
  Ensure people who are presenting or leading discussions are prepared and clear about their goals (including time limits).

- **Set expectations.**
  Be clear with the team that they should review the meeting agenda and any supporting documents before the team meeting.

03. In the Meeting.

- **Designate a timekeeper and note-taker.**
  Rotate this responsibility so one person does not have this role too often.

- **Ensure everyone is visible.**
  Particularly for remote participants, camera visibility and eye contact with cameras is important. Make sure that everyone in the meeting can be seen during the meeting.

- **Avoid background noise.**
  Remind people to mute themselves when they're not speaking and to use headphones to improve audio.

- **Make sure everyone is heard.**
  If Wifi is spotty, call into the meeting or turn off video. Create pauses to give people an opportunity to speak up and share their thoughts. Pay attention to non-verbal cues follow up with people after the meeting who might be more comfortable sharing thoughts one-on-one.

- **Avoid side conversations.**
  Having side conversations, even on mute, can be distracting and negatively impact collaboration. Actively work to keep the team focused and engaged.

- **Capture actions and owners.**
  Reserve a few minutes at the end of every meeting for a wrap up. Increased accountability and clarity are particularly important for remote teams.

04. After the Meeting.

- **Put the notes on the team's shared drive or in the team's collaboration site.**
  Notes saved by date of meeting allow for a running record of conversations and help keep everyone on the same page.