

Meeting virtual and Face to Face

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Meeting Etiquette-Face to Face

What is meeting Etiquette?

- The standard of behavior expected in the workplace during meetings.
- Meeting etiquette is important to respect other's time and project a professional image.
- Good meeting etiquette shows dependability and that the subject matter is valued by all attendees.



Rules for face-to-face meeting etiquette

- Rule 1

Confirm or acknowledge your participation to join when you have been sent an invitation to attend the meeting.



- Rule 2: Be punctual

That's right, show up on time. Rather, show up early enough to get settled at the location.

If you are late, proceed quietly and with the least amount of interruption of taking your seat.

The objective is to NOT BE LATE!

Do not expect others to fill you in during or after the meeting.



Rules for face-to-face meeting etiquette

- Rule 3: Meeting Leader

Keep your work status/presentation equipment ready to go by start of meeting.



- Rule 4: Don't interrupt

Don't interrupt the presenter while he is speaking. Only speak once other has completed his part.

Don't interrupt other attendees. Wait your turn for the full conclusion of that individual's input and the response from the speaker

Rules for face-to-face meeting etiquette

- Rule 5: Mute electronics

Turn on vibrate or turn off completely.

If you forgot to turn off your phone, don't answer your phone while in the meeting.

Do not text.

Do not check emails.



- Rule 6: Questions

Do not blurt your question out in the middle of the presentation.

Keep your questions simple, direct, and brief.

Ask one question at a time and wait for the answer.

Rules for face-to-face meeting etiquette



- Rule 7: Actively listen

Pay attention to the information the speaker is addressing, and

The questions of the other participants so that your question does not repeat what was already covered.

- Rule 8: Remain composed

Do not tap your pen, flip through material, tap your foot, fuss, fidget, or conduct yourself in a way that is distracting to others.



Rules for face-to-face meeting etiquette



- Rule 9: Attend the entire meeting

If you must leave early, send notification prior to the meeting and receive confirmation.

Stick with meeting timeline.

Start on time!

If the meeting is scheduled for 30 minutes or an hour, stay true to your meeting timeline.

End on time

- Rule 10: Create an agenda

Distribute agenda to participants prior to the meeting.

Stay on topic to the agenda.



Rules for face-to-face meeting etiquette

- Rule 11: Conduct yourself professionally

Do not use profanity or slang.

Be polite.



- Rule 12: Meeting conclusion

As a participant, thank the speaker, coordinator, meeting leader (this could be just one person).

As the meeting leader, follow-up with participants, circulate list of action items, resolutions, and issues that remain open.

As the participant, complete tasks assigned to you and without delay.

As the meeting leader, thank people for attending.

As the meeting leader, request feedback.

As the participant, provide your feedback

Virtual meeting etiquette

- Planning

As a team, or majority of the team, agree upon a consistent virtual meeting day and time.

Pre meeting

Project manager or meeting facilitator should decide how to virtually host the meeting.

- Be consistent.
- Make sure team members have access.

Determine what the meeting goals and agenda will be and verify with other important team members.

Virtual meeting etiquette

Project manager or meeting facilitator should send out a email invite/reminder about the meeting.

- Do's

Let the people know how you will meet virtually.

Give RSVP deadline.

Send the agenda.

Double check spelling and grammar.

Send invites to correct team members.

Invited meeting attendees should RSVP in a timely manner.

- Do's

Inform the project manager or meeting facilitator of extra notes or content for meeting agenda(if needed)

Notify if you will be late.

Notify if you cannot attend.

Virtual meeting etiquette

- Don'ts

Hold a meeting if the main people that need to attend won't be there.

Cancel a meeting last minute, give a good amount of time so team members can arrange something else in their schedule.

The Project manager should be online at virtual meeting location 5-10 minutes before start time.

Meeting attendees should make sure that all equipment is working ahead of time.

Virtual meeting etiquette

Meeting time

Attendees should arrive a few minutes before or exactly at the start time.

- Don't

Show up late without telling anyone.

Be unprepared with what the meeting is about.

Project manager should welcome meeting attendees and make sure everyone's speakers and microphone work properly.

- Do's

Briefly go over meeting agenda.

Remind attendees about virtual meeting etiquette.

Give an estimated end time for the meeting.

Virtual meeting etiquette

- **Attendee Do's**

Focus on the meeting, eliminate distractions.

Mute your cell phone

Mute your microphone when you are not speaking.

Use the chatbox to write questions or comments .

Be prepared to present your work.

Know how to operate virtual meeting tools.

- **Attendee Dont's**

Get off topic.

Shout into microphone.

Be unprepared as to what is going on.

Be unprepared to operate virtual meeting tools.

Virtual meeting etiquette

Project manager should make sure that the meeting is following the agenda.

- **Do's**

If the conversation gets off topic, steer the group back on course.

Make a note to go back to the conversation after all agenda items have been covered.

Virtual meeting time is just as or more valuable than in-person meeting time. There should be a sense of achievement and forward focus by the time the meeting ends.

Return to the “off topic” conversations that were brought up during the meeting.

Questions and clarifications on topics and tasks should be made before the meeting is finished. Attendees should know what to work on before the next meeting.

Virtual meeting etiquette

Post Meeting

Project Manager should wrap up the meeting and give a reminder for the next meeting.

Project manager should follow up by sending out the meeting summary to team members no later than a day after the meeting. This will also keep members who were absent on track and in the loop.

- **Project Manager Dont's**

Push your work or duties off onto others.

Take too long to follow up and send out meeting notes.

Prepare for next meeting.

- **Project Manager Do's**

Prepare for the next meeting.

Update files, calendars.

Be available to help and answer questions.

Virtual meeting etiquette

Post Meeting

- **Team members** do's

Work that was assigned.

Contact team members or the project manager for help.

Prepare work or progress to report at the next meeting.

