

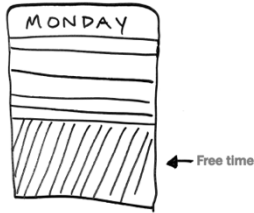
Meeting Invitation

- ✓ Describe the goal
- ✓ Criteria to cancel
- ✓ List any preparation

 Elliott Hoffman

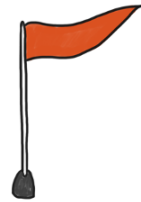
Defragment your Calendar

Establish scheduling patterns within your teams to keep routine meetings to segments of your day (morning / afternoon)



Build Physical Busy Indicators

Look at building simple indicators for others to recognize when you are busy.



Help others in your home realize when you are on a call, as it may not be obvious when you are not speaking.

Use Names

Increase engagement by addressing people with their names and ask for their input.



Using names quickly captures attention and overcomes the gap when we cannot signal to an individual through our facial direction.

Hitchhiker's Guide to Meetings Virtual Edition



Taylor Clay

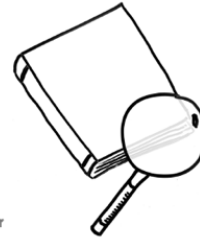
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Searchable notes

Make meeting notes accessible and searchable for everyone who participates (like included in the invite)



Make it known who will be taking notes and share your screen as you are taking notes to get peer validation.

Queue-based Meetings

Routine group work may require routine meetings.

Schedule a re-occurring meeting that only occurs based on the queue of topics / work.



End early

You may naturally allow a meeting to take its whole allotted time.

Make it a mission to end it early, or not have it at all.



Make Mute/Unmute Easy

Background noise can be annoying, as well as, not unmuting when you are speaking.

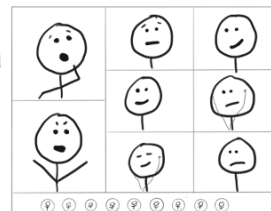


Practice keyboard shortcuts for muting/unmuting:

 + Shift + M

Share your Face

Start with your camera on and leverage rich communication forms by sharing your face when speaking.



By starting the meeting with video, it encourages others to share as well, which further increases the value.

Virtual Walking Meetings

Consider making 1:1s walking meetings, by coordinating with the other person so you both can get some exercise.



By coordinating up-front, there is no video expectation and verifies this format works for them on that day.

Establish your Presence Status

Set your Do Not Disturb when you are in a meeting, especially when presenting.



Avoid other distractions, or having things leak into your screen when presenting.

Leverage Recordings

Recordings can increase the value of "one-time" discussions every time they are replayed.



Ensure recordings are easy to find for others by ensuring others have access and are curated by discoverable playlists. Make topics discoverable through transcription searching.

Use Signals when Waiting

Leverage non-verbal communication features to signal you are waiting to respond.



In large virtual meetings, it's difficult to process concurrent speaking. Use "Raise your hand" feature to signal and have others respect that signal.

May help to have someone else monitor this activity who is not presenting.

Avoid an Awkward Entrance

Provide a clear indicator if we are waiting to start the meeting.



In a large virtual meeting, it may be silent when first joining. Avoid this by sharing a clear message that we are waiting to begin.