<u>Digital Meeting Etiquette</u>

Points to note for our internal meetings

1. Respect the speakers -Please give your full attention in meeting session

2. Turn Video on, so we know you are present & in the meeting. Check your video sound/image/good lighting before hand. Dress in Smart Casual when presenting to prospects/clients or external parties

3. Please refrain from doing other work/tasks. Eg.Hands typing away on keyboard or on your phone

4. If you have a question, concern or wish to speak, please mention in the private msg to the host

5. Please take notes so that you can remember the points to apply in your work