Conducting productive virtual meetings

Virtual meetings can be productive when done right. Use the following tips to conduct engaging and efficient virtual meetings:

Set and share an agenda

- Create a structured meeting agenda.
- Share the agenda with participants well ahead of time.

Why it matters: An agenda gives a meeting a defined purpose and structure. It also enables participants to prepare for a focused discussion.

Invite people by name to speak

- Invite participants by their name to contribute their ideas and feedback.

Why it matters: Inviting someone by name personalizes a discussion, increases engagement, and improves participation.

Set time limits for discussions

- Set a time limit for the discussion of every agenda item.

Why it matters: Specifying time limits ensures efficient discussions and equal speaking opportunities.

Use interactive tools

- Use interactive tools, such as polls and breakout rooms, to encourage frequent and easy participation.

Why it matters: Interactive tools boost participation and increase interest in a discussion.

Record meetings

- Record virtual meetings.
- Before starting the recording, announce your intention to record. Allow participants with concerns to drop off.
- Share recordings with all participants.

Why it matters: Meeting recordings are helpful for participants who miss a part of or the entire meeting. Recordings are also helpful for participants who want a recap of any discussion.

Establish punctuality norms

- Set punctuality norms for attending virtual meetings.
- Agree on punctuality expectations in advance.

Why it matters: Punctuality norms ensure efficient time management, help build trust among participants, reduce meeting disruptions, and maintain focus.

Test technology

- Test the audio and video quality of the video conferencing tool.
- Ensure all the interactive features of the tool are working properly.

Why it matters: Testing technology ahead of time helps address any issues prior to a meeting.

Use clear slides

- Avoid adding too much text on slides.
- Don’t just read out the text on slides. Support it with verbal explanations.

Why it matters: Keeping slide content brief prevents information overload and keeps participants interested.