

# Effective Online Meetings

# Welcome to: Effective Online Meetings

## General Rules:

- Mute microphone and keep camera off when not speaking
- Please ask questions/make comments in the chat pane
- If you want to speak, please use the raise your hand tool

# What we're trying to avoid



# The reality of online meetings



## Ingredients for an efficient meeting:

- Defined roles
- Agenda
- Logistics
- Rules/conduct guidance

# Defined roles

The following roles are an ideal set up for an online meeting.

Role	Responsibilities
Facilitator/chair*	<ul style="list-style-type: none"> <li>• Directs the meeting</li> <li>• Calls on individuals to speak</li> <li>• Asks questions</li> </ul>
Minute/note taker*	<ul style="list-style-type: none"> <li>• Records meeting</li> <li>• Takes notes</li> <li>• Use audio recording facilities</li> </ul>
Technical Support	<ul style="list-style-type: none"> <li>• contactable for help with any tech issues</li> </ul>
Moderators	<ul style="list-style-type: none"> <li>• Keep an eye on text chat and flag anything important to chair</li> <li>• Signpost any resources in chat to participants</li> </ul>

\*these roles are the minimum required for any meeting; larger meetings should have at least one person in each role – very large meetings may require multiple people in each role.

# Agenda

- Plan for the meeting
  - Assign times to items
  - Circulate
  - Everyone should familiarise themselves before attending and follow throughout

# Logistics

- Ensure all participants have access to the meeting
  - Choice of platform
  - Calendar/email invitation
  - Provide instructions for access
- Technical support should help with this
- Those with defined roles for the meeting should log on early to test equipment and familiarise yourselves with the set up



# Rules/conduct guidance

- Joining slide with instructions for participants
  - Mute microphone when not speaking
  - Refrain from sharing camera unless necessary to save bandwidth
- Participants should have read relevant documents beforehand
  - Chair should assume this too (don't waste time asking if people have read things...)
- Use the chat pane for comments/questions
- Try to minimise other sources of distraction