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# Virtual Meeting Guidelines

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A well-managed meeting is a highly effective and efficient way to share information, clarify directions and ambiguities, coordinate project team efforts, and obtain immediate feedback from project participants on issues.

<b>Owner</b>	<b>Defines the objectives and outcomes of the meeting</b>
<b>Participant</b>	Needs to take responsibility and come prepared to the meeting; needs to be active and take notes.
<b>Facilitator</b>	Is the person, who conducts the process of meeting.
<b>Technology</b>	Technology should serve the meeting and make it more productive, not dominate it.

## Virtual meetings

### 10 Tips for making a (virtual) meeting more successful:

1. Start and end meetings on time.
2. Use an icebreaker.
3. Facilitate discussion - don't preside.
4. Share the agenda.
5. Call on people.
6. Keep information for everyone to see on a flip chart.
7. Capture real-time feedback.
8. Be sure someone is keeping minutes.
9. Do not let the process become bogged down.
10. Set goals of what you would like to see accomplished for each meeting.
11. At the conclusion, summarize the results of the meeting.
12. Repeat commitments, deadlines, and follow-ups.
13. Encourage everyone to participate.

## **BIG QUESTION:** How to get people to actually participate in virtual meetings?

- The 60-second rule (share, explain, visualize the challenge),
- The responsibility rule (determine all the roles of participants),
- The nowhere to hide rule (give people task so they can actively engage),
- The MVP rule (mix facts and stories and prepare a Minimum Viable PowerPoint),
- The 5-minute rule (never go longer than 5 minutes without giving the group another problem to solve).

## **Build a cohesive team**

- Practice teamwork.
- Utilize individual strengths.
- Communicate effectively.
- Give feedback.
- Ask for feedback.
- Celebrate success.

## **Things to become more connected and to have more fun**

- Share playlists, recipes, pictures of family members,
- Show off your pets,
- Share a funny moment,
- Share your personal story, your personal life.
- Share what everyone is working on (productivity).

**Team members need to feel included, safe to learn, safe to contribute, and safe to challenge.**