



Virtual workplace tips



Best practices for online meetings

Follow these guidelines to help you effectively organize and contribute to virtual meetings.

DEFINE OBJECTIVES

Share an agenda and meeting objectives one day prior to convey what is expected of attendees and allow them to prepare accordingly.

TAKE NOTES

Assign a designated note-taker to record discussion points and action items during the meeting.

TRACK PROGRESS

Send an email to attendees after the meeting outlining action items and deadlines, indicating who is responsible for each.

TAKE BREAKS

Keep meetings short and focused. Plan to end early to avoid back-to-back meetings and allow people to stretch their legs.