

# Virtual Meeting Techniques



## Visual agenda

Show the meeting plan and rules (e.g. mute when not speaking, open chat, raise hands). Keep it simple and refer back to it as you progress the meeting.



## Use a whiteboard

Use it as you would a flip chart to note important contributions. Consider appointing a "scribe" - someone who has the job of keeping it relevant and up to date.



## Direct questions

Avoid open questions to the group. You'll likely always get the same respondents or silence. Direct questions to individuals and rotate the people you select.



## Optimize video time

Too much screen sharing means colleagues' video feeds are small and / or unseen. Ensure people get to see each other enough. We're social creatures after all!



## Restrict Powerpoint

Keep the number of slides to a minimum (max 10?), the time allocated short (max 20 minutes?) and the font size large enough ( $\geq 30$  point?) to avoid sensory overflow.