Factsheet

Virtual Meetings

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Homes *of* Our Own

Tips for Virtual Meetings

On occasions where a face-to-face meeting cannot occur, it is possible to hold a meeting virtually. Remote access to meetings can also help ease difficulties when members are in different locations and meetings are held at a time not every one required can attend in person.

To try and make it easier to run virtual meetings and facilitate remote access, we have compiled this guide to try to help make your virtual meetings effective.

Some example applications and links to tutorials are below and some tips for those attending and organising meetings are overleaf.

Please note this guide will need to be read in conjunction with guidance from the software provider for the application you use for your meetings.

Example Applications and Tutorials

Google Hangouts:
 https://youtu.be/DPZb3D0500I

Jitsi:
https://youtu.be/s--nQFtnfbM

Microsoft Teams:
https://www.youtube.com/watch?v=5MHCN_v_ubM

Skype for business:
https://www.youtube.com/watch?v=7_c4zVJ739M

zoom
Zoom:
https://youtu.be/qsy2Ph6kSf8

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Tips for All Meeting Attendees

- Try to find a quiet space if you can;

- Mute your microphone when you are not speaking to help everyone hear each other;

- Give everyone a chance to speak;

- Close any unnecessary screens if you are going to share your desktop;

- Use the instant message chat facility to ask questions or notify the meeting if you have issues hearing what is being said;

- Stay focused on the meeting; avoid multi-tasking, switch off notifications.

For most meetings the key things everyone needs to know at the end are: -

- What the key actions and next steps are;

- Who's responsible for following up on each item or action;

- When those actions are due;

- When the next meeting or check-in will be.

Tips for the Meeting Organiser

- Create an agenda and circulate this ahead of time if possible;

- Keep meetings as short as possible;

- Share guidance on how to join the meeting and support those who may not have done this before – there will be guides available online;

- Decide who will be taking notes or minutes, if needed, and where to store them;

- Decide and outline the protocols for the meeting e.g. should questions be kept to the end or asked any time? Should the instant message function be used to ask questions rather than asking out loud?;

- Acknowledge everyone in the meeting and spend a few minutes at the beginning checking in with everyone, if possible;

- Encourage participation from everyone, asking for key updates or opinions from each person by name to ensure everyone has a say;

- Arrange times to catch up and chat as a team or one-to-one outside of formal meetings;

- If you are sharing slides you may need to adjust them to ensure slide text is readable (use larger fonts and less text per slide).

Homes *of* Our Own

Homes *of* Our Own:

Enabling Community Led
Housing in Wiltshire & Swindon

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