**PREPARATION**

- Promptly notify all participants of the TECHNICAL REQUIREMENTS
- Appoint someone who can help with TROUBLESHOOTING
- Set and communicate CLEAR TIME FRAMES
- Set and share the MEETING AGENDA in advance
- Prepare the WHITEBOARD WITH THE MEETING AGENDA

**RULES TO AGREE ON**

- How long will the meeting last? What if the discussion exceeds the allotted time?
- Confidentiality level: e.g. can we record the meeting?
- Audio-only? Webcam always on or only when speaking?
- How do participants signal that they wish to speak (chat, emoji, raise hand)? The moderator gives the floor.
- Which emoji can be useful? For which purposes?
- How do we use the chat (comments, questions, links...)?

**EXECUTION**

- GREETINGS – At the beginning and the end. All webcams are on.
- INTRODUCTION – Introductions and role clarification (moderator, timekeeper, minutes taker, participants)
- STRUCTURE – Agenda review, time frame and priorities definition, rules recap
- VISUAL AIDS & DOCUMENTATION – Shared notebook or whiteboard (preferably in real time, otherwise immediately after the meeting)

**TIPS**

- Allow some time for questions
- If the meeting is longer than 2 hrs, plan a break or two
- End the meeting with a quick round of feedback
- Think of who cannot participate: record the meeting or send them the minutes of meeting
- Save bandwidth: webcams are all on only at the beginning/end, during the meeting only the moderator and the person who is speaking have them on