Facilitating Virtual Meetings: 3 Essential Tips

1. Agenda
   - Give in advance
   - Intention of meeting
   - List of topics
   - Time expectations
   - Who is responsible?
   - What preparation is required?

2. Ground Rules
   - Participation?
   - Conflict?
   - Don’t come to agreement?
   - Topics not on the agenda?
   - Use of Technology?
   - Desired outcome for each topic
   - Build time for:
     - Dissension and discussion
     - Documentation and follow up plans

3. Follow up
   - What decision was made?
   - Who is response for which piece?
   - How will each person check in?
   - What will you do if something unexpected comes up?

Participation?
- Conflict?
- Don’t come to agreement?
- Topics not on the agenda?
- Use of Technology?

When disagreeing, we first state how we understand the other person’s point of view.
- We will put topics that come up during the meeting onto the schedule for the next meeting.

Those in structural positions of power share their opinions after others have been heard.
- Before opening a topic up for discussion, we will take 3 minutes to ‘journal’ to ourselves.

What will you do if something unexpected comes up?