

Virtual Meeting Sample Norms

If you are hosting a regular meeting, establish and evolve some norms, or standard practices and clear expectations of all, with participants.

Consider these norms as a starting point:

- Host/facilitator opens meeting 10 minutes before start time
- Participants log on 5 minutes before start time
- Meeting starts on time
- Host will be sure new people have been introduced, including their role
- Video on, audio muted for all participants
- Facilitator will establish standard sequence (order in which participants will be called on to respond or pass)
- Avoid talking over others, allow a brief pause
- Turn off notifications
- Use chat box meeting participation and tech issues, not for side chats
- Meeting opens with check-in round – short word or two to get present and get everyone's voice into the collective space. (Respond to a question just to get comfortable (for example: "What inspired you today?"))
- Stay on mute when not speaking
- Keep cameras on throughout meeting
- Meeting will end on time with a simple, clear closure practice.

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