Virtual workplace tips

Best practices for online meetings

Follow these guidelines to help you effectively organize and contribute to virtual meetings.

**DEFINE OBJECTIVES**
Share an agenda and meeting objectives one day prior to convey what is expected of attendees and allow them to prepare accordingly.

**TAKE NOTES**
Assign a designated note-taker to record discussion points and action items during the meeting.

**TRACK PROGRESS**
Send an email to attendees after the meeting outlining action items and deadlines, indicating who is responsible for each.

**TAKE BREAKS**
Keep meetings short and focused. Plan to end early to avoid back-to-back meetings and allow people to stretch their legs.