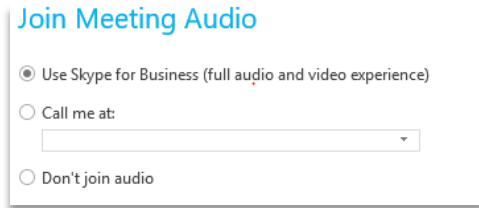


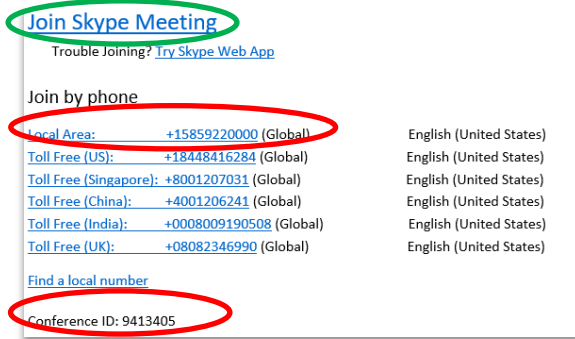
Online Meeting Best Practice for Large Groups (>6 Team Members)

1. How to properly join a skype meeting:

- It is strongly encouraged to participate with the video/chat experience. Below will outline how to do so. Following sections will indicate why this is important.
- Click the link to launch skype (**Green Circle**)
- When prompted next for join meeting audio:
 - Use the native computer or phone app audio options as able (**Shown below**)



- If native audio doesn't work call in and then input the meeting ID (**Red Circles**)



2. Moderator(s)

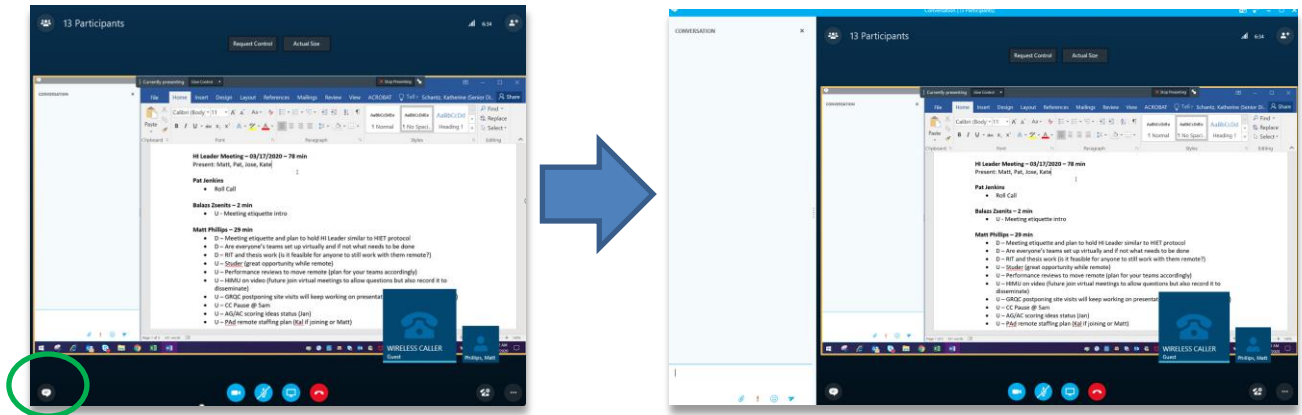
- Unless otherwise indicated, the meeting leader shall be expected to moderate the meeting with the outlined guidelines below
 - The leader can indicate an alternative moderator or moderators in order to keep the flow of the meeting moving and ensure that all team members are heard in an organized fashion
- Moderators are in charge of the flow of the meeting, ensuring recognizing team members input/questions, and keeping the agenda on track. They are responsible for:
 - Moving from one topic to the next by ending them and handing off the talk to the appropriate team member
 - Triaging questions for the topic via the chat function
 - Read the question for the topic or bring the team member into the conversation with the question
 - Ending the discussion when ready
 - Notes: The moderator can mute lines when disruptive to the meeting

3. Roll Call/Attendance:

- For meetings that do not require attendance: No need to announce yourself
- For meetings that require attendance:
 - Moderator will start the call by reading out the names of team members that are online
 - If necessary the Moderator will then open the phone and ask anyone who has not been named to announce themselves
 - For those joining the call late:
 - Do not announce yourself, send a message to group and the moderate will update attendance
- Departure / Early Departure: No need to announce just indicate the need to leave via chat

4. How to get chat split screen

- This is important for viewing content and asking questions to the moderator (outlined best practice in next section)
- When in a meeting and viewing content click the chat bubble at the bottom left (Green circle in image below)



5. Best Practices

- **For updates/presentations:**
 - Questions and comments on the topics:
 - Will be fielded at the end via the chat acting as a curated list
 - Moderators will:
 - Introduce the team member and make sure to stay within the specified time frame
 - Facilitate the discussion and specifically engage members on the phone that input is needed from
 - Be respectful in this new medium
 - Attendees will:
 - Mute their phone when not a topic owner
 - Ask questions via chat so the moderator can address them in an orderly
 - Participate in the topic when called upon by the moderator or topic owner
 - Be patient and respectful in this new medium
- **For discussions / decisions:**
 - Mimic above update/presentation best practice with the following deviations:
 - Moderator will field questions and comments on the topic in real time
 - Moderator and/or Topic Owner will interject with questions/comments when an appropriate opening exists
 - Moderator and/or Topic Owner will invite team members to the discussion as appropriate by calling on them

6. Tips:

- Agendas are important to help frame the meeting and allow the moderator to coordinate
- For leaders of large groups seeking input consider using the skype polling features
- Make sure background noise is minimized when you are speaking so team members can hear
- Mute your phone when you are not talking
- If using a cell phone, be sure reception is good