



Meetings



When not speaking, consider muting your microphone



Try not to speak over one another. Type in the "chat" function if you have a question or raise your hand



Consider recording the meeting, with everyone's consent, this is useful for people to play back parts they may have missed



Be aware that people's working hours may have changed



Set an agenda and share it before the meeting. Take minutes to be shared after the meeting



Check at the beginning of the meeting that everyone can see/hear



Be open to feedback and discussing ways to improve the meeting



Inclusivity



Ask all attendees in advance if they have any specific requests relating to accessibility e.g. automated subtitles



Do not shout or cover your mouth when speaking



Talk at your usual pace and volume



Make sure the room is well lit and you can see your face clearly



Try to be in a room with minimal background noise



Be mindful and patient. Many people aren't used to this technology and are likely to have more distractions when working from home



This is a new way of communicating so be active with checking and clarifying things



Social



Consider having scheduled virtual coffee breaks every few hours



Instead of emailing people to catch up, have a call to keep some real time socialization



Consider having a "good news" channel where people post good and funny news to keep the mood lifted



Have lunch together at a set time, where people can call in and out of the videocall



Play virtual games! You can play different games together over a video call or a chat



Have different channels for showcasing hobbies e.g. pictures of your gardening or baking