

Working from home hints #1

**Online Team Meetings**

Unlike an impromptu meeting in the office, online team meetings need a little bit more planning when people are working from home.

Video meetings can be just the same as meeting in the office, so the same rules should apply.

**Before the meeting**

1. Schedule the meeting
2. Confirm everyone has the invitation
3. Use technology everyone has access to

**During the meeting**

1. If you are using video, everyone uses cameras leaves them on. Just like an office meeting, everyone sees everyone
2. Remember you are being seen
3. Mute your mike when you are not talking
4. Look presentable
5. Stay in the meeting

**After the meeting**

1. Circulate notes, just like in the office
2. Follow up actions, just like in the office

