

COVID-19 Resilient Resource Series

Working from home hints #2 **Whiteboards and on-line meetings**

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

Meetings where you are referring to a whiteboard or a display can cause immense pain to people not in the room with you, so a few rules can help

Before the meeting

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

During the meeting

1. Only refer to displays or whiteboards if everyone can see them. Use a live shared document or simply point the camera at the whiteboard and talk to it
2. Never point at something people can't see
3. Don't assume people understand what you are pointing at if they cannot see your hands.

After the meeting

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

