

Working from home hints #3  
**Choosing Meeting Technology**

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

**Choose a meeting technology**

Technologies must be:

1. Available
2. Reliable
3. Easily used
4. Assessible to everyone in the meeting

**Test the technology**

Failing to test is the same as planning to fail

1. Do a test run with at least 3 people
2. Offer to test individually with everyone
3. Understand what everyone will see on screen  
Some platforms have very different host and guest interfaces
4. Make sure all your presentation is supported, check screen sharing, particularly sound for embedded video

**Before the meeting**

1. If you are the host, be ready and online early
2. If you are leaving your desk after being on line, share a screen that says you are online and will be back

