During the meeting: Simple Ground Rules and Etiquette

Here are some basic ground rules to heed and to share during your online meeting.

- **Turn off all other technology.**
  - Other programs that are open and running can interfere with tech quality and performance during the meeting.
  - It's easy to lose attention and take a quick look at Facebook or email when at a distance. Eliminate the distractions.

- **Find a quiet location with few interruptions**
  - Place a sign on the door “Quiet please, attending a meeting”
  - Explain to everyone in your home that you are not available for a bit.

- **Keep your video on.**
  - It’s easier to keep everyone’s attention with live faces on the screen.
  - Video-on helps keep everyone accountable for their attention and decorum.

- **Mute your microphone; unmute to talk, and then mute again.**
  - The technology can amplify background noises and even override voices.

- **Take turns speaking.**
  - The technology can cancel out two or more voices at once.
  - Wait to be called on by the chair.

- **State your name each time you speak.**
  - “Hi, this is ….”

- **Take your own notes, throughout.**
  - The discipline of note taking keeps the hands and the mind focused on the task instead of other things.
  - It also helps move information into your memory more quickly.

- **Fully step away if you have to go to the bathroom.**
  - More than one meeting attendee has been the unfortunate broadcaster of things best kept to oneself.
  - Turn video off, mute yourself and step away.

- **When something goes wrong, take a breath and let the tech moderator give prompts.**
  - Even the best technology sometimes goes wrong.
  - Even the most skilled remote participants make mistakes.
  - Be kind. Next time it might be you.

*Modified from a presentation by the Texas Association of School Boards*