

During the meeting: Simple ground rules and etiquette

Here are some basic ground rules to heed and to share during your on line 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*