

Our Virtual Meetings Manifesto

- ✓ Our Virtual Meetings follow the same principles set out in our Meetings Manifesto (so be sure to check those out!)

In addition to those principles, for the most productive *Virtual Meetings* at Think Productive, we recommend that:

- ✓ The Host tests the tech works ok in advance, has all access numbers and mobile phone at hand, and arrives minimum 10 mins prior to start time.
- ✓ Attendees have a working headset & a stable wifi connection.
- ✓ Attendees report any access problems to the host via mobile text or whatsapp message (not email/slack).
- ✓ Cameras/Video is turned on by default: this helps us all to connect and engage more with each other!
- ✓ Everyone turns off their email & Slack to offline mode/status, in order to minimise distraction during the meeting.
- ✓ Mics are only muted if absolutely necessary (distracting background noise or typing up meeting notes).
- ✓ We are mindful when scheduling across time zones. Ideal start time across N.America, Europe & Australia is 8pm GMT or 9pm BST.
- ✓ TPHQ: Wednesdays are a no-meetings days (internally) so that we can focus on project/deep work.

And Remember!

We encourage everyone to keep asking these questions before accepting any meeting invite:

- **Am I really needed at this meeting?**
- **Is this meeting necessary?**
- **Is this the best use of everyone's time?**