



# Virtual Team Meetings

## When Teams Can't Meet in Person

### PLANNING



Notify family about upcoming meeting and method of technology.

Identify team members that will be participating in the meeting.

Review evaluations, assessments, medical records, and documents that are relevant to the meeting that you're leading.

Have available materials that are needed for the meeting (Intake, IFSP, Review, etc).

### FEASIBILITY



Consult/share with family/team on how they will connect to the meeting.

Test all technology before the meeting. (camera/video, Wi-Fi, and screen sharing)

Have a list of tips to help problem-solve technology issues should they arise.

Ensure your space is tidy and free of distractions. (Children/noise, etc.)

### GETTING STARTED



Check in with a little small talk, keep it light, will help to settle everyone.

Introduce everyone.

Review the agenda and purpose for the meeting.

Assign tasks to team members (timekeeper, note taker) to keep the meeting moving forward.

### CONNECTING



As facilitator, you are responsible for leading the meeting.

Encourage everyone to contribute to the meeting.

Address all topics that need discussion. The duration of the meeting is important but not the sole focus.

Pause frequently to allow everyone to hear responses or offer feedback.

### ETIQUETTE



Place phone on silent or vibrate at the start of the meeting. If you must take a call, excuse yourself.

Be considerate of others when they are speaking.

Body language and facial expressions are important. Be positive and engaged.

Remain engaged - Avoid checking email or multi-tasking during the meeting.