

Virtual Meeting Management

Checklist for Training or Meetings

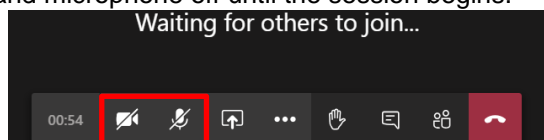
This fact sheet provides steps to hold a training session or meeting using Microsoft Teams and includes relevant links to supporting resources.

Steps for successful training / meetings:

1. Have your lesson plan / agenda on hand and prepared for the meeting or training.
2. Log into the PC you are using for your meeting:
 - 15 minutes prior a virtual meeting.
 - 30 minutes prior to a training session.

Note: if this is the first time you have logged into the PC, allow plenty of time for it to gather your Queensland Health desktop information. - [Teams app download](#)

3. Log into Microsoft Teams and check your device settings.
 - [Device Settings](#)
 - [Audio troubleshooting](#)
4. If you are sharing content:
 - Have content ready and open so you can quickly share the screen or file when ready.
 - Make sure you know where content is filed prior to starting your meeting for a smooth transition if the file isn't already open.
5. Click on your Microsoft Teams invite link and join 5 minutes before the meeting due time and have your camera and microphone off until the session begins.



- [Join meetings using Teams and Outlook](#)
- [Joining Microsoft Teams meeting through a browser](#)



6. Advise your attendees if you are going to record the training session - this allows participants to review training content later. Recording options are accessed from your control bar.
7. Once attendees have joined the meeting:
 - Turn on your camera and microphone. Showing yourself on camera helps with staff engagement.
 - Look at your screen and speak clearly.
 - Introduce yourself advising which department you are part of and confirm that everyone can hear you.
 - Explain what the purpose and content you will be covering in your training session or meeting.
8. If providing training or holding a meeting that requires significant engagement you can share your screen to demonstrate what is required of the participants:
 - [Sharing content in a virtual meeting](#)
 - If content has sound, make sure you select **Include Audio** before sharing.
9. Once you have shared your screen, explain the toolbar functionality to your participants and what is required of participants. [Meeting control bar](#)
 - **Camera and microphone** - These should remain off to help with a smooth internet connection. Only the guest speaker is to have the microphone switched on.
If your attendees do not turn off their microphone, you can control this as the organiser under the participants icon on your toolbar.
 - **Toolbar** - If their toolbar is obstructing their view during the meeting, move the cursor away from the toolbar and click in a blank space. Toolbar will disappear, move the mouse and the toolbar will reappear.
 - **Chat** – Any questions during training or meeting, please type here and they will be answered periodically during the session or at the end by the organiser.
 - **Raised Hand** – You can also use the raised hand function if you are happy for participants to unmute their microphones to ask a question on your control.
 - **Meeting Recording** – If you are recording your training session or meeting, advise your attendees. Explain that the meeting recording will be saved to the meeting chat ribbon when completed. Accessible for 7 days after the meeting.
10. You can turn off your camera when starting the training or meeting. This reduces distractions while sharing content and improves the quality when sharing your screen.
11. Check the meeting chat periodically during your training.
12. When you have completed your training or meeting.
 - Stop sharing your screen.
 - Turn your camera back on so you can address the participants as you sign off your meeting / training. This helps with staff engagement and a much nicer finish than just hanging up.
13. Stop your recording. *(if this was started)*
14. If you require an attendance list and you are the organiser of the training / meeting. Select participants from the toolbar and download the attendance list. [Functions for meeting organisers - attendance list](#)
15. Then hang up to complete your meeting.