

Virtual Meeting Management

For Attendee

Please ensure you are abiding by Metro North's values and actions in all meetings whether face to face or virtually.

Before the Meeting

- Login to Microsoft Teams and make a test call to ensure your speaker and microphone are working.
 - [Microsoft Teams Device Settings](#)
- Be mindful of those around you and use a headset.
- Make sure others around you know that you are on a virtual meeting, so they respect your space.
- Review the agenda and understand the purpose of the meeting.
- If you are sharing your screen, ensure content is opened prior to the meeting for a smooth transition.
 - [Sharing content in a Microsoft Teams meeting](#)

During the Meeting

- Remain on mute unless you are speaking to minimise interruptions and turn off your camera if it is not required.
 - [Microsoft Teams Meeting Control Bar](#)
- Use the 'Chat' or 'Raised hand' function on your control bar if you need to ask a question during the meeting.
- Identify yourself to the group when you are talking;
 - i.e. "This is John, could we please consider..."
- Moderate your speaking volume and speak clearly to ensure that you can be understood by everyone.
- When your camera is on during a meeting, keep distractions to a minimum as all attendees can see you.
- If you are sharing screen content during the meeting and your camera is on, your image is still visible to attendees.
- Concentrate on the meeting content and distance yourself from distractions that can wait until later.

After the Meeting

- Review meeting minutes and complete any action items.